

27 JUN 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 20 June 1955 Committee Meeting

1. The CIA Incentive Awards Committee met on Monday, 20 June 1955 at 2:00 P. M. in Room 249, Curie Hall with [redacted] presiding at the request of the Chairman. The following members were present:

25X1A

25X1A

[redacted]  
Mr. Harrison G. ReynoldsCommunications  
DD/P  
Management Staff  
Logistics  
Training  
Personnel

25X1A

2. The Committee approved Superior Accomplishment Award of \$400

3. The Committee approved the adoption of the suggestions listed below and recommended awards in the amounts shown.

Suggestion No. 955	\$25.00
Suggestion No. 1178	20.00
Suggestion No. 1403	20.00
Suggestion No. 1522	20.00

4. The Committee considered the following suggestions and advised the Executive Secretary to take action as indicated below:

965	Withdrawn to permit resolution of contradictory evaluations by Forms Management Branch and Security Office.
1093	Letter of appreciation. No award.

CONFIDENTIAL

- 1199 Deferred for referral to [ ] to clear up certain questions concerning evaluation by C/IR.
- 1312 Deferred pending further check with Personnel, Security, and other offices concerned to obtain more definite recommendation for Committee action.
- 1369 Deferred pending further information to be obtained from LO and OIR by Executive Secretary.
- 1421 Deferred pending completion of further study mentioned by President of Credit Union in his evaluation.
- 1423 Deferred for referral to [ ] to arrange or confirm adoption of this suggestion.
- 1567 Deferred pending further check by [ ] to determine whether this suggestion may be applicable for adoption in OCD and other DD/I components as well as in RI.
- 1633 Letter of appreciation. No award.

25X1A

25X1A

25X1A

5. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

300	1273	1306	1342
449	1274	1308	1409
841	1275	1311	1410
886	1278	1315	1411
1034	1281	1318	1412
1094	1283	1319	1413
1096	1284	1320	1416
1143	1287	1321	1422
1144	1289	1323	1425
1164	1293	1325	1426
1192	1295	1332	1428
1239	1297	1334	1429
1270	1300	1337	1430
1272	1301	1338	1433


CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

6. The meeting was adjourned at 4:00 P. M.

25X1A

  
Executive Secretary  
Incentive Awards Committee

APPROVED:

  
~~Chairman~~, Incentive Awards Committee

25X1A

Date: 5 July '55

-3-

CONFIDENTIAL

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

UNCLASSIFIED

RESTRICTED

CONFIDENTIAL

SECRET

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Executive Secretary  
Incentive Awards Committee  
Room 108

NO.

DATE

27 June 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Director of Personnel	243 Curie	29 June 55		17.	Attached minutes are for the Chairman's signature. Please return one copy to this office.
2. [Redacted]		6/30	6/30	mb.	
3. D/Pers	243 Curie			RPR	
4. Exec Sec, Incentive Awards Committee	108				
5. [Redacted]					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM NO. 51-10  
APR 1953

SECRET

CONFIDENTIAL

RESTRICTED

16-61155-2

U. S. GOVERNMENT PRINTING OFFICE

UNCLASSIFIED

(40)

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

~~CONFIDENTIAL~~

27 JUN 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 20 June 1955 Committee Meeting

1. The CIA Incentive Awards Committee met on Monday, 20 June 1955 at 2:00 P. M. in Room 849, Corie Hall with [redacted] presiding at the request of the Chairman. The following members were present:



Mr. Harrison G. Reynolds

Communications  
IO/P  
Management Staff  
Logistics  
Training  
Personnel

2. The Committee approved Superior Accomplishment Award of \$400



3. The Committee approved the adoption of the suggestions listed below and recommended awards in the amounts shown.

Suggestion No. 955	\$25.00
Suggestion No. 1175	20.00
Suggestion No. 1403	20.00
Suggestion No. 1522	20.00

4. The Committee considered the following suggestions and advised the Executive Secretary to take action as indicated below:

965 Withdrawn to permit resolution of contradictory evaluations by Farm Management Branch and Security Office.

1093 Letter of appreciation. No award.

~~CONFIDENTIAL~~

- 1199 Deferred for referral to [ ] to clear up certain questions concerning evaluation by C/IE.
- 1312 Deferred pending further check with Personnel, Security, and other offices concerned to obtain more definite recommendation for Committee action.
- 1369 Deferred pending further information to be obtained from IO and OIA by Executive Secretary.
- 1421 Deferred pending completion of further study mentioned by President of Credit Union in his evaluation.
- 1423 Deferred for referral to [ ] to arrange or confirm adoption of this suggestion.
- 1567 Deferred pending further check by [ ] to determine whether this suggestion may be applicable for adoption in OGD and other DE/I components as well as in RI.
- 1633 Letter of appreciation. No award.

25X1A

25X1A

25X1A

5. The Committee approved the recommendation of evaluating officers for non-adoption of the following suggestions:

300	1273	1305	1342
449	1274	1306	1409
841	1275	1311	1410
986	1276	1315	1411
1034	1281	1318	1412
1094	1283	1319	1413
1096	1284	1320	1416
1163	1287	1321	1422
1144	1289	1323	1425
1164	1293	1325	1426
1192	1295	1332	1428
1239	1297	1334	1429
1270	1300	1337	1430
1278	1301	1342	1433

6. The meeting was adjourned at 4:00 P. M.

25X1A

  
Executive Secretary  
Incentive Awards Committee

APPROVED:

/s/  
Chairman, Incentive Awards Committee

Date:

5 July '55

-3-

CONFIDENTIAL

SECRET

18 May 1955

## SUGGESTIONS RECOMMENDED FOR ADOPTION

Tab Number	Suggest. Number	Name	Office	Position and Grade
STAT 2			OSI	I.O. GS-13
3			OO	I.O. GS-14
4			ORR	Cartographer GS-9
5			OTR	P&SO GS-7
6			RI/SC	Clerk GS-5
7			Comptroller	Payroll Clrk GS-5
8			RI	Clerk GS-5
9			OSI	Analyst GS-12

SECRET



CONFIDENTIAL

Suggestion No. 955

2

A Summary of the Suggestion:

The suggester proposes that a poster or some other graphic presentation be prepared advising personnel as to the proper operation of air conditioning equipment, in an effort to conserve equipment, improve working efficiency and morale, and reduce expense incidental thereto.

B Evaluation of Concerned Office:

The Logistics Office has advised the Committee that they have prepared a set of air conditioning operation instructions which will be printed on decalcomania or paper stock treated on the reverse side with a latex adhesive. The instructions will be securely affixed to each air conditioning unit as a constant reminder to Agency personnel.

It is felt that the instructions will prove beneficial in prolonging the life of the air conditioning equipment located within Agency occupied buildings. However, it will be practically impossible to establish an estimate of monetary savings which will be realized.

C Recommendation of the Executive Secretary:

In view of the favorable comments regarding this suggestion, it is recommended that the Committee approve an award of \$20.00.



ILLEGIB

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1093

A. Summary of the Suggestion:

The suggester proposes that all interoffice memoranda be signed with the name and the extension number of the writer. This proposed procedure would eliminate countless references to the telephone directory and provide greater efficiency as well as conveniences and savings in time.

B. Evaluation of Concerned Offices:

The Management Staff has advised the Committee that the employee's suggestion is basically sound. However, we feel that it would be more beneficial to show the dictator's telephone extension on CIA copies of correspondence sent outside the Agency, or when permissible, on the original of an interoffice memorandum prepared on Standard Form No. 64 (Office Memorandum). The following advantages would result:

a. Agency copies of correspondence sent outside CIA would bear the telephone extension of the dictator, thus applying the suggester's basic idea to other than inter-office correspondence.

b. Often, the signing official may wish to contact the dictator. Having the latter's telephone extension on the signing official's file copy would expedite making this contact. Similarly, having this information on other copies retained in the Agency would expedite placement of telephone calls between recipients of information copies and the dictator. Except for policy decisions, it is often more advantageous to contact the originator of correspondence rather than the signing official.

By way of adopting a modification of Suggestion No. 1093 the following paragraph will be included in the proposed Correspondence Handbook:

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's initials, separating it from the initials by a slash mark. For example:

MS/RMD:JCDoe:abc  (1 Sept 54)

STAT

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1093 (cont'd)

(This paragraph has been concurred in by the Security Control Staff.)

It is recommended that the suggester be granted an award based on Headquarters-wide intangible savings resulting from:

a. Fewer references to the Telephone Directory.

C. Recommendation of the Executive Secretary:

In view of the favorable appraisal of this suggestion, it is recommended that the Committee consider an award of Level D on the scale for Intangible Benefits (\$15.00 minimum, \$75.00 maximum).

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1178

A Summary of the Suggestion:

The Suggester proposed to modify a table entitled "Terrestrial Arcs: Lengths of Degrees of the Meridian." This table is used in computing the map scale for medium and large scale maps where considerable accuracy is required. For a small scale map, it is not normally required. The proposed procedure would considerably reduce the possibility of error. A revised table has been prepared by the Suggester and needs only to be mimeographed and distributed to each cartographer in D/GC to put the proposal into operation.

B Evaluation of Concerned Office:

The Assistant Director for Research and Reports has advised the Committee that the proposed modification would to a certain extent make the table more complete and provide a short-cut method of use. Fewer computations would be required to secure the information from which with further mathematics the scale factor would be determined.

No appreciable monetary saving can be envisioned as a result of this suggestion. The possibility of less error in the computation of map scales appears to be the single gain of any significance. This value is, however, intangible since errors in mathematical solutions usually are the result of careless work, not the lack of short-cut tables or other similar devices. This evaluation does not purport to minimize the proposed use of a better "aid" but rather to judge the suggestion in light of the Incentive Awards Program.

C Recommendation of the Executive Secretary:

Inasmuch as ORR feels that this suggestion has merit, even though its value cannot be measured financially, it is recommended that the Committee consider an award of \$20.00.

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1368

A Summary of the Suggestion

The Suggester proposes that all Agency requisitioning offices be supplied, by the appropriate Logistics Office component, with a copy of any and all purchase or letter orders resulting from a properly approved and coordinated request to the Logistics Office.

This would provide the Budget Officer of the requisitioning office with a means for maintaining a more accurate running account of expenditures for supplies, equipment and services, and the Logistics Officer of the requisitioning office with a means for determining whether or not action is taken on the request and would enable him to reevaluate more accurately the procurement lead time.

At the present time the requisitioning office does receive copies of the purchase or letter orders for material to be utilized in an operational account, but it does not receive copies of the purchase or letter orders for material to be used in headquarters buildings.

This proposal would result in more efficient Agency component procedure relevant to supply.

B Evaluation of Concerned Office

The Chief, Administrative Staff, LO, has advised the Committee as follows:

This suggestion is sound and implementation action is being taken.

While no estimate can be made as to any estimated savings involved, it is believed this process will aid in accomplishing the points listed in paragraph 2 of the suggestion.

C Recommendation of the Executive Secretary

Recommend an award of Level D (\$15 - \$75) from Scale of Awards for Intangible Benefits.

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion #1403

A. Summary of the Suggestion:

The suggester proposes the use in RI/SC Main Index of colored name tabs for insertion in the label guides to distinguish double-barrelled surnames from single surnames. The suggester felt that his idea would result in easier and faster filing, would eliminate a great percentage of original mis-filing and re-filing of pulled cards, and would speedup the searching process. Colored label insertion strips for Remington Rand Removable Label Guide Card, catalog no. 4310L (used in the Main Index) are available in Buff, Blue, or Salmon.

B. Evaluation of Concerned Offices:

The Chief, RI, advised the Committee as follows:

This suggestion has been reviewed in RI and is found to be worthy of adoption. RI will place it into effect immediately.

It is difficult to estimate savings because of the unmeasurable contribution of better guides in index searching. The chief advantage to the system would be in its overall contribution to efficiency in a better approach to the double-barreled name problem.

C. Recommendation of the Executive Secretary:

Recommend an award of Level D (\$15-\$75) based on Scale of Awards for Intangible Benefits.

CONFIDENTIAL

SECRET

## Suggestion No. 1522

A Summary of the Suggestion

The suggester proposes that Form 475 "Foreign Duty Data Sheet," which is executed in quadruplicate by the Central Processing Branch, be perforated at the top and bottom to permit sterilization of the blue (foreign station copy) prior to pouching to the field.

This would cut the time required to sterilize this form and make a neater appearance. It would also eliminate the censored appearance and reduce the possibility of security violations.

B Evaluation of Concerned Office

The Management Staff has advised the Committee that in discussing this suggestion with personnel involved in processing the completed copies, it was recognized that its scope could be extended to include the green (employee copy) inasmuch as the green copy is also sterilized before being given to the employee concerned.

Under the present system, sterilization is accomplished by scissoring out the required information on each of the two copies. This cutting requires 60 seconds for each Foreign Duty Data action processed.

In estimating potential savings, all figures were based on an annual usage of approximately 4,800 sheets (1200 actions). Of this amount 2,400 sheets require sterilizing by any one of nine (9) different employees ranging in grade from GS-4 to GS-9 at an annual cost of \$34.71.

Adoption of this suggestion would require revision of the form to provide space for perforations, at an added printing cost of \$8.43. Estimating that 10 seconds would be required to detach the perforated areas, sterilizing would cost approximately \$6.21. This amount added to the perforating costs would result in a total annual expenditure of \$14.64 as compared to the present cost of \$34.71.

Although the estimated annual savings will amount to only \$22.77, the adoption of this suggestion will result in a neater appearing sterilized form and should reduce the possibility of security violations as stated by the Suggester.

The suggestion as modified to include the green copy will be adopted at the time of the next reprint or concurrent revision.

C Recommendation of the Executive Secretary

In view of the foregoing comments, it is recommended that the Committee approve an award of \$10.00.

SECRET

CONFIDENTIAL

Suggestion No. 1567

A. Summary of the Suggestion:

The Suggester proposes that when material is still in the microfilm stage and is forwarded to the Reproduction Unit for printing, the result in increased efficiency, improved operations, conservation of property and an inestimable amount of time saved. Often, after this material is used a few times, it becomes practically unreadable. Another consideration is the fact that much of this material is sent to other government agencies for their use. Most of the material is already in poor condition when it is received, u.e., out of order, torn or bent, duplications, unbound, etc.

B. Evaluation of Concerned Office

The Chief, Records Integration, has advised the Committee that this suggestion is recommended for adoption to facilitate records management procedures, records maintenance and over-all efficiency in the handling of this type of material.

If the material is processed as suggested, it would provide for the elimination of unnecessary duplication, maintain the material in its proper order, expedite the processing and servicing of material to users and eliminate the necessity for repositories not equipped with facilities for punching and binding, to do this work in an inefficient manner. Because the majority of this type material is subject to a large amount of routing and handling in the various offices of CIA, as well as other U.S. Governmental Agencies, efficiencies would be realized all along the line. RI is not able to determine the approximate first year savings which would result from the adoption of the suggestion; however, intangible benefits in the furtherance of the records management program and servicing of material in repositories would be noticeable immediately. As material is separated, punched and bound by manual means in the RI repositories, intangible savings are readily apparent by having this done through machine methods.

C. Recommendation of The Executive Secretary:

In view of the favorable appraisal of this suggestion, it is recommended that the Committee consider an award of \$20.00

CONFIDENTIAL



CIA INTERNAL USE ONLY

Suggestion #1633

A. Summary of the Suggestion:

The suggester proposes moving the Agency shuttle bus stop on Independence Avenue from the west side to the east side of the Barton Hall parking area. This proposed relocation of the bus stop will reduce present traffic hazards existing when vehicles enter and depart from the Barton Hall parking lot.

B. Evaluation of Concerned Offices:

The Logistics Office has advised the Committee that it recommends approval of this suggestion and action has been taken to relocate the Barton Hall bus stop at the east side of the driveway. The benefits to be derived from the adoption of this suggestion will have an intangible value, as the contribution is a safety matter.

C. Recommendation of the Executive Secretary:

It is recommended that the Committee consider an award of \$20.00

CIA INTERNAL USE ONLY

ILLEGIB

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

Next 1 Page(s) In Document Exempt

Approved For Release 2003/03/10 : CIA-RDP80-00832A000100140001-0

CONFIDENTIAL

Suggestion No. 300

A. Summary of the Suggestion:

The Suggester proposes that the Engineering Branch of the ASD be dissolved and that the equipment and personnel employed by this branch be assigned to either (a) the APD of TSS as a unit, or (b) be divided among the APD, the Operations Branch/ASD and the Maintenance Branch/ASD. The Engineering Branch personnel should be re-assigned after considering their individual wishes and particular aptitudes as well as the possibility of transferring the branch as a unit. He further states that if this proposal is adopted, the ASD would be free to operate as an unretarded operational unit adequately satisfying the immediate needs of the field.

B. Evaluation of Concerned Office

This suggestion was originally submitted in May 1953 and was immediately sent to Chief of Administration, DD/P for evaluation. Follow-ups with that office were made on 18 January 1954, 9 August 1954, and 16 December 1954. In the meantime apparently DD/P had routed the suggestion to C/Admin/TSS. It was returned to the Incentive Awards Committee by DD/P, with the following comments: "This suggestion is so old that it has already been applied due to the natural course of events, but not as a result of this suggestion, but an overall reorganization."

The Executive Secretary, IAC, believed that further investigation might disclose whether or not this suggestion in any way at all might have been the re-instrumental in organization in TSS, in view of the long period of time involved. Accordingly, the Management Staff was requested to review the sequence of events in connection with this suggestion and the reorganization of TSS to determine whether recognition might be in order for the suggester.

The Management Staff advised the Committee as follows: "Apparently the lapse of time between the date the suggestion was submitted and the date certain organizational changes were made makes it impossible to tell whether or not any of the changes were made as a result of the suggestion. I think that to be properly considered, an Employee Suggestion should be sufficiently specific to avoid any confusion as to whether or not it or some part of it was adopted. In view of this specific statement by someone in TSS that their reorganization did not result from this Employee Suggestion, I do not believe that an award would be justified."

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 449

A. Summary of the Suggestion:

The suggester proposes that notices requesting Agency personnel to turn off lights when they are not needed, be posted in offices, corridors, etc. Such conservation of electricity would result in considerable monetary savings for this Agency, and might well be applied throughout other Agencies of the government.

B. Evaluation of Concerned Office:

The Chief General Services Division, on 12 August 1953 advised the Committee that "while the Agency was naturally very desirous of obtaining maximum conservation in electricity, etc., it has not been our policy to post or permit to be posted such notices or orders in wash rooms or on walls, as we feel that an Agency's administrative memorandum to its personnel should suffice."

The suggester subsequently requested reconsideration of his suggestion in view of the large number of other posters which appear on walls of Agency buildings. Even if the Agency has not changed its policy, it is the suggester's belief that monetary savings would more than justify a change in policy if this suggestion were carried out.

The Chief, Administrative Staff, LO, has advised the Committee that this suggestion was previously rejected based on operational policies of the Public Buildings Service.

The policy, in part, is based on past experience by those skilled in, and concerned with costs of operation and maintenance of buildings. Such officials are definitely of the opinion that initial costs for implementation of signs and their upkeep is not offset by accrued savings. Experience further indicates that signs or posters "register" only for a short period of time.

As in most things, there are exceptions to this policy, and signs, posters or notices regarding good housekeeping practices may be published from time to time whenever determined that such action is necessary or desirable. Arrangements are presently underway (but not as a result of this suggestion) which will, in effect, incorporate the substance of the suggestion, I.e., the posting of a PBS circular which, among numerous other items, includes information regarding the saving of electricity.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 449

C. Recommendation of Executive Secretary:

In view of the fact that the above-mentioned circular was developed and issued by PBS, and is only partially related to the suggestion, it is recommended that the suggestion be considered as being in effect, with no part of the suggestion making an added contribution.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 841

A. Summary of the Suggestion:

The suggester proposes an installation of a passageway or window between 1207 and 1213, Quarters Eye.

B. Evaluation of Concerned Office:

The Logistics Office has advised the Committee that "The information contained in this suggestion (No. 841) appears to be more appropriate for inclusion in a request for services through the Real Estate and Construction Division, LO, rather than in an employee suggestion. Installations of the type suggested are provided for by the procedure contained in [ ] para. 5b."

Further, a change in Supply Division occupants of Room 1213 was affected in October, 1954 and there is no present need for the suggested alteration.

C. Recommendation of The Executive Officer:

Disapproval

STAT

12

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 886

A. Summary of the Suggestion:

The suggester proposes that outside vault-type doors be equipped with heavy duty hasps, as an emergency security device. This device would allow for the emergency use of combination type padlocks and would eliminate the employment of special guard personnel.

B. Evaluation of Concerned Offices:

This suggestion was disapproved by the Incentive Awards Committee several months ago, but was subsequently reconsidered upon the advice of the Chief, RI, that the suggestion was being implemented on a trial basis. He stated further that "after working hours on 13 September 1954, the applications of this device was successfully proven when a newly installed manipulation proof lock failed to function properly on the door of an RI secure area. The employment of this technique was cleared with the S.O. Duty Officer.

After reconsideration by the Security Office the Incentive Awards Committee was advised as follows: "The attached suggestion has been reconsidered by the Security Office, and the following comments are submitted for your information. Security Regulations,   read as follows: 'The person responsible for a safe is also accountable for its proper working condition. He should arrange with the Inspection and Security Office for the immediate repair of defective safekeeping equipment'. It is the opinion of the Security Office that the above mentioned service will adequately take care of all types of safe and combination lock emergency repairs."

25X1A

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 965

A. Summary of the Suggestion:

The suggester proposes to conserve paper costs by revising Staff Duty Officer Check List (Form 38-8) and Security Officer Check Sheet (Form 38-7) through the reduction in the size of the former and the utilization of both sides of the paper for the latter. He further outlined the adaptability of the revised Staff Duty Officer Check List and the estimated annual savings to be realized in paper cost (\$33.60), not to mention the elimination of unnecessary printing matter.

B. Evaluation of Concerned Offices:

1) The Suggestion (Form 38-7) was not considered by the Incentive Awards Committee Secretariat in view of its duplication of previous similar suggestion.

2) Form 38-8 was referred to the Director of Security, Attention [redacted] on May 25, 1954 for his evaluation. [redacted] Chief, Security Division, SO, advised as follows on June 22, 1954: "1) Part (1) of attached suggestion relating to the revision of the Staff Duty Check List represents a sense of security consciousness on the part of the Suggester which is commendable. However, on 15 January 1954, the Security Office submitted a proposed revised Check List to the Records Management & Branch for printing and distribution, when the present stock of Staff Duty Check Lists is exhausted. While the revision submitted by the Security Office does not include certain changes proposed by this suggestion, it is felt that the new form when issued will more nearly service to reduce security violations than the attached proposal. 2) In view of the fact that a change in the Staff Duty Check List is already being made, the attached suggestion makes no added contribution."

Related correspondence by the Chief, Security Division/SO and the Chief, Forms Management Branch/MS as contained in the Suggester's file outlines in greater detail the Security Offices' inter-branch review of the subject matter.

C. Recommendation of Executive Secretary:

The memo of August 16, 1954 from the Chief, RMD/MS to the Chief, Security Division/SO concerning employee's Suggestion No. 965 (the revision of Form 38-8) is quoted in part "3) This office has long recognized the need for improving Form No. 38-8 and is in complete agreement with the subject suggestion for reducing its size, cost and filing requirements and improving its

CIA INTERNAL USE ONLY



CIA INTERNAL USE ONLY

Suggestion No. 965

format and general usefulness. 4) In line with this accord, this office has prepared the attached pencil draft of the suggested revision of Form No. 38-8, which under the Agency's revised form numbering system will be redesignated Form 109. This draft is submitted for your comments or concurrence."

STATINTL

The reviewer basing his opinion on the above comment considers the Chief, Security Division/SO, [ ] recommendation: "Suggestion already in effect and no part of Suggestion makes added contribution" as being contrary to the Management Staff's recommendation.

CIA INTERNAL USE ONLY

Next 1 Page(s) In Document Exempt

CIA INTERNAL USE ONLY

Suggestion No. 1094

A. Summary of the Suggestion:

The Suggester proposes that his enclosed sample check out list containing the designation, telephone number and time of return of personnel who will be absent from any office be adopted by each office having a large staff. The names of the staff members could be typewritten on the list which in turn could be placed under a plastic insert and an easily erased marking crayon utilized.

B. Evaluation of Concerned Offices:

The Suggestion was referred to the Asst. Management Officer, DD/A Area who recommended disapproval for adoption based on the following reasons: "The proposal is to provide a sign-out board where personnel may write the necessary information. Since this board requires the use of a special marking crayon it is actually less convenient than either of two other commonly used methods, i.e., leaving a message with a secretary or other appropriate staff member, or leaving a note on the desk.

"The real problem is to find a means to remind employees to leave the appropriate message and it is probably the suggester's thought that the sign-out board would serve that purpose. However, since it apparently is to be written on like a blackboard, it would necessarily be rather large and if too large to be stored overnight in a safe file, it would create a security problem inasmuch as lists of employees names cannot be left out when the office is unoccupied."

C. Recommendation of Executive Secretary:

The reviewer concurs in part with the comments noted in paragraph B, but believes that possibly the opinion of several large staff supervisors could be obtained concerning the Suggestion. The problem may possibly be a self-regulating internal branch procedure requiring each member of that component to sign out at one particular desk. In many offices large numbers of personnel are served by one clerk or secretary and a central focal point might be considered more efficient. The list of names could be fastened to a clip board and easily stored overnight in a safe file. It might be conceivable that supervisors of large groups such as the IAB and RI could use this idea for ready referral and other purposes such as absentees, details, etc.

16

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1096

A. Summary of the Suggestion:

The Suggester proposes that Government calendars be printed to cover a two year period rather than for the one current year. He estimates that it will cost each year for wall and desk calendars approximately \$140,000 obtained through government facilities and negotiated contracts. A saving on costs for two years versus a single year of 60% could be realized through: saving on paper, one time printing, negotiating time and related distribution expenses; in addition, the calendars would be available on the first of January instead of the usual delayed delivery up through January 15.

B. Evaluation of Concerned Offices:

The suggestion was initially forwarded to the Chief, Administrative Staff/LO for his evaluation, which is quoted below:

- "1. The large majority of government issued desk type calendar pads already utilize both sides of each calendar page, and are designed to provide for:  
  
the day, month and year  
the days of the previous and following months  
the days of the present month  
an hourly breakdown to facilitate appointment records  
  
space for other reminders
2. It is believed that provision on calendar pad for more than one day or year would seriously detract from the above features.
3. Insofar as the wall type calendars are concerned, it is recommended that an evaluation be obtained from the GPO or the Management Staff of this Agency."

The Chief, Records Management Division Management Staff, DD/A concurred with the reasoning of the Chief, Administrative Staff/LO and recommended disapproval for adoption.

Copies of the three types of calendars as distributed by the government are: The clerical desk calendar as well as the wall calendar are printed on both sides. The Executive desk calendar, large and bulky, is specially prepared with printing on one side only in order that it might be torn from the remaining portion of the calendar and destroyed.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1096

C. Recommendation of Executive Secretary:

The Executive Secretary, Incentive Awards Committee concurs with the above evaluation and recommends that the suggestion be disapproved for adoption.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1143

A. Summary of the Suggestion:

The suggester proposes the use of leather caps to cover the sharp points on the fire axes and poles located on all floors in all Agency Buildings. This would prevent injury to personnel in the event that the axes or poles become dislodged and fall.

B. Evaluation of Concerned Office:

The Security Division has advised the Committee that to date, the Safety Officer has no accident record of an injury caused by a pole or axe falling from the wall and the guard force has no record of any pole or axe becoming dislodged.

At the present time, the suggestion concerning the axes can be discarded since the GSA Fire Marshal has issued an order to remove all axes in Government buildings in the Washington area.

The use of leather caps for the poles is not deemed feasible by this office for the following reasons:

- a. The poles are securely fastened to the wall by means of two metal brackets.
- b. The possibility of both brackets becoming detached from the wall at the same time is infinitely small.
- c. If the bottom bracket were to come loose, no one would be endangered because the pointed or proposed capped end would still be held in the upright position.
- d. If the top bracket were to come loose the pointed end could possibly injure a person but only if he were within four inches of the wall.
- e. The guard force makes periodic inspections of this equipment to insure the condition of the brackets and poles.

C. Recommendation of Executive Secretary:

In view of the reasons listed above, and because of the cost of hand making these caps, it is recommended that the Committee disapprove this suggestion for adoption.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1144

A. Summary of the Suggestion:

The suggester proposes that the edges of stair steps be painted yellow in order to make them more visible and therefore promote greater safety.

B. Evaluation of Concerned Offices:

The Security Division has advised the Committee that all stairways throughout the Agency buildings are under constant inspection by qualified Agency and GSA personnel. Although this suggestion may be effective in some cases, it is believed that the suggestion should not be put into general use for the following reasons:

- a. Stairways throughout the Agency buildings are well illuminated by windows and/or artificial lighting. Less than 3% of all accidents reported to the Safety Office are listed as due to falls on stairs.
- b. Paint has a tendency to make wet surfaces slick, thus increasing the accidental risks.
- c. Paint wears rapidly under constant use and replacement problems and costs would have to be justified. (Cost of each paint application is estimated at \$2000. With a minimum of three applications a year considered necessary to maintain the project, total annual cost would be \$6000.)

Because of the reasons listed in Paragraph 2, it is believed that the safety hazards in question would not be lessened, and the cost of the project could not be justified.

C. Recommendation of Executive Secretary:

Disapproval.

19

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1164

A. Summary of the Suggestion:

The suggester recommends that some type of treads be installed on the stairs leading from the first to the second floors, for the purpose of preventing people from falling.

B. Evaluation of Concerned Offices:

The Security Division has advised the Committee that all stairways throughout the Agency buildings are under constant inspection by qualified Agency and GSA personnel. Although this suggestion may be effective in certain cases, it is believed that the suggestion should not be put into general use for the following reasons:

a. Less than 3% of all accidents reported to the Safety Office are due to falls on stairs.

b. Treads have a tendency to loosen at the corners and along the edges when installed on worn and uneven steps, thus creating an added accident hazard.

c. Special treatment of stairs would be necessary in many cases before installation of treads. Estimated costs and practicability of such treatment could not be determined without an extensive inspection of all areas concerned.

Because of the reasons listed in paragraph 1, it is believed that this suggestion would not reduce the number of stairway accidents and, therefore, could not justify the expense involved.

C. Recommendation of Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY



Suggestion #1192

A. Summary of Suggestion:

The Suggester proposes that the Fiscal Division put into operation his summary forms, "Monthly Statement of Allotments, Obligations, and Expenditures by Object Classes" to replace Form 34-39, 34-40 and 34-12. His format would offer the Allottees, the Comptroller, the Budget Division and the Program Analysis Staff a summarized version of the necessary information. He estimates a saving of \$2,360 a year based on 180 man-days per year for a GS-5 clerk, which does not include paper and presently required extra-size carbons.

The Suggester offers alternative methods for handling the problem by revisions of present forms, or by discontinuing Form 34-12a and a monthly preparation of forms 34, 39 and 40.

B. Evaluation of Concerned Offices:

STATINTL  
The suggestion was directed to [REDACTED], Acting Comptroller for his evaluation, which is quoted below:

- "1. At the time this Employee Suggestion was submitted the Technical Accounting Staff, Office of the Comptroller, had made a preliminary study regarding monthly accounting reports relating to vouchered funds, and was in the process of preparing a staff study on this subject.
2. The suggestions set forth in the Employee Suggestion were given consideration in preparing the staff study. However, in order to meet the reporting requirements of the recipients of the monthly reports the information contained therein had to be presented differently from that proposed in the Employee Suggestion.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion #1192 (Continued)

3. The staff study recommended the adoption of the revisions in the format of Forms 34-12a, 34-39 and 34-40 substantially as set forth in the Employee Suggestion. These revised forms will provide for additional information to be included in the monthly reports without any increase in the cost of preparation; however, the adoption of these revised forms as presented in the Employee Suggestion will not result in any dollar savings.
4. It is the view of this Office that the responsibility for developing accounting and reporting procedural improvements is within the work area of the employee who made this suggestion and, therefore, that no award should be made to him for this suggestion."

The above evaluation was reviewed by the Assistant Management Officer, DD/S Area, who concurred with the Comptroller's view that the suggestion was within the employee's job responsibilities and did not believe that the particular suggestion was unusual or extraordinary enough to warrant an award.

C. Recommendation of Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

CIA OFFICIAL USE ONLY

Suggestion No. 1199

A. Summary of the Suggestion:

The suggester proposes that the pre-printed ICF card form (60-34) be printed on both sides with headings at alternate ends of the paper. It is further noted that under the present procedure when an excerpt covers half the card, the lower half is sheared off and discarded. Provided a heading were on the reverse side, the presently discarded part could also be utilized as a half card.

B. Evaluation of Concerned Offices:

The Chief, IR, through the Executive Officer, OCD, reports that the expected savings in paper does not justify the increased cost incurred through the printing of the reverse side of Form 60-34. He estimates that the use of half sheets represents about 36.5% of the total, and unit costs per 1,000 sheets are as follows: Paper - \$2.37; Printing - \$6.00 for each side of the form.

He recommends that the suggestion be rejected as being economically unsound based on the following analysis:

"Applying the above unit costs of paper and printing, the cost of double printing 2000 ICF forms is \$28.74 (paper \$4.74, double printing \$24.00). Using the maximum usage figure of 50% these 2000 double printed sheets would be equivalent to 3000 of the single printed variety. However, the cost of 3000 single printed sheets is only \$25.11 (paper \$7.11, single printing \$18.00), or a net loss of \$3.63 per 3000 double printed forms. Since the monthly usage of ICF forms by the Industrial Register is approximately 23,000, an annual loss in excess of \$300.00 would result. Obviously, any percentage of usage lower than the maximum 50% cited in this example would compound a still greater financial loss."

C. Recommendation of Executive Secretary:

The Executive Secretary, after carefully analyzing the reasoning involved in above noted paragraph, finds it difficult to interpret an annual loss of \$300.00 would be realized from the employee's suggestion if an average of 36.5% of ICF card forms 60-34 are half sheets and are discarded after being cut from the full size card. Granted that the cost of \$6.00 for printing 1,000 half sheets more than over-shadows the slight paper saving cost. It would appear, however, that the Chief, IR, has neglected to consider the

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1199

fact that a loss might be turned into a saving by having his components save the half sheets which would be pre-printed on the reverse side for use of short excerpts (36.5%). As an alternative, 100,000 half forms for short excerpts and 176,000 full length forms printed on one side for long excerpts could be ordered instead of all long forms. My calculations are based on his figures as quoted of 276,000 long forms a year of which 36.5% are of the short excerpt variety. Reproduction advised me that the paper costs for the short form 5 x 8 equals one-half that of the 8 x 10, thus a saving of \$118.00 would result. (276,000 forms per year x 36.5% x \$1.18).

CIA INTERNAL USE ONLY

23

Suggestion #1239

A. Summary of Suggestion:

The Suggester proposes that the Foreign Branch, CIA Library, set up some system for collecting miscellaneous material from the Foreign Embassies in Washington. Although several components of this Agency desire this category of travel folder or propaganda-type information, there is not a U.S. Government Department, including the State Department, which has established a systematic procedure for collecting it.

B. Evaluation of Concerned Offices:

The suggestion was directed to the Deputy CIA Librarian, [ ]

STAT

STAT

[ ] who advised as follows:

"1. The Library is familiar with the problem discussed in this suggestion, but to date has not found a thoroughly satisfactory solution to it. It is quite true that the French Embassy, for example, has informational publications for free distribution to the American public; however, within the past year the Security Office has reaffirmed its stand that CIA must not get its name on the mailing list of foreign governments or organizations and Agency employees must not contact foreign Embassies.

2. The CIA Library has arranged for the [ ] to obtain and forward to it some specific series published [ ] The Department of State Library has a similar problem and is currently trying to get concurrence of the political Bureaus in the Department to allow it to arrange automatic distribution from various foreign embassies. If these arrangements are successful, it is quite probable that CIA Library can be cut in on the distribution through State. Efforts have been made to obtain these publications through commercial cutouts but they have been unsuccessful, due to the originators insistence on knowing who the ultimate customer was to be.

STAT

25X6

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion #1239 (Continued)

3. In summary, this is a recognized problem and efforts will be continued to find an acceptable solution. The "Employee Suggestion" adds nothing in the way of providing an answer to the problem."

It may be argued that the suggestion had rendered a positive service to the Agency by revealing the existence of an admitted gap in the Agency's collection system. It may also be felt that although a positive solution was not rendered by the Suggester, his thought that "some system" be established would possibly warrant an award.

The Assistant Management Officer, DD/S Area, was asked for an opinion, which is quoted below:

"From your statement of March 2 on the Routing and Record Sheet it appears that further consideration of this suggestion is based on the employee's statement that some system be established. Here again I do not believe that the recognition of a need and a suggestion that it be fulfilled is of sufficient value to warrant an award. If awards were made on this basis we would encourage the submission of vague generalized suggestions of little or no specific value. Accordingly, I feel that in this case no award is justified."

C. Recommendation of Executive Secretary:

Disapproval in view of the statements that the collection system gap had already been recognized as a problem, and the MS point that the suggestion should be more specific as to the solution proposed. Non-adoption seems a sufficient reason for disapproval despite the merits of the suggestion and the citing of examples of systems for solution.

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1270

24

A. Summary of the Suggestion:

It is suggested that all adding machine ribbons as well as typewriter ribbons be turned upside down so that double usage may be made of the ribbons.

Generally, the typewriter keys and adding machine keys, when they strike the ribbon, do not strike the whole ribbon. Rather, an impression is made on the bottom half of the ribbon leaving the top half still usable (This is the case with adding machines; just the reverse is true with typewriters.). Therefore, by inverting the old ribbon, a new ribbon is created.

The savings can only be appreciated by multiplying the single cost of ribbons by the number of adding machines and typewriters in use.

B. Evaluation of the Concerned Office:

The Chief, Records Management Division, Management Staff, advises the Committee that:

1. Subject suggestion recommends that the life of adding machine and typewriter ribbons be lengthened by turning them upside down after either the upper or lower half has become worn.

2. FINDINGS

a. Two grades of typewriter ribbons are used in CIA--cotton and silk. Cotton ribbons cost about 22¢; silk ribbons 64¢. 99% of the ribbons used are cotton. Only cotton ribbons are used for adding, computing, and other machines which provide a tape record. These ribbons cost about 30¢.

b. Of the four standard typewriters (Royal, Remington, Underwood, and L. C. Smith) used by the Agency, only the Underwood is equipped with ribbon spools that can be used with either side up. Reversing a ribbon on the others requires removal of the ribbon, and rewinding it by hand. This operation takes about seven minutes, and results in considerable soilage of the hands. Including "clean up" time, the operation would require about twelve minutes, or in terms of a GS-4 salary, would cost about 32¢.

c. No tests were made of reversing ribbons on adding or computing machines. By inspection it was determined that the task would be more time consuming than the operation on typewriters.

d. Reversing a ribbon as suggested does not guarantee 100% longer life, since much of the ink from the unused half tends to

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1270 (continued)

flow to the other half where the ink is being depleted. Thus reversing a ribbon would only extend its life about 25%.

3. CONCLUSION AND RECOMMENDATION - From these findings we calculate that only about 1/4 the value of a 22¢ (or even 64¢) ribbon would be "saved" by applying this suggestion. Opposed to this material "saving" is a labor cost of 32¢ to reverse each ribbon. A net loss of from 16¢ to 23¢ per ribbon would result.

We therefore disapprove the suggestion for adoption.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL



CONFIDENTIAL

Suggestion No. 1272

A. Summary of the Suggestion:

When a book is issued from the library, a charge-out slip is prepared showing name and office-identification of the recipient. A copy accompanies the book and is returned with the book. This copy is classified and requires security care.

(Suggestion): Eliminate this piece of classified paper by using a no-carbon serially numbered slip, or no slip at all. The serial number could be used for reference back to the original copy of the slip if such referenceing is necessary.

Estimated saving is limited to security: one less slip of paper identifying an employee's job in the Agency.

B. Evaluation of the Concerned Office:

The Executive, CD, advises the Committee that:

1. CIA Library eliminated the use of charge-out slips with book loans in the IDP area about one year ago. In all other parts of the Agency the slip is employed but by agreement with Security Office it is unclassified and does not require securing after office hours.

2. The Library would appreciate having called to its attention any exception to this practice.

3. In view of the above, suggestion #1272 is not applicable and should be rejected by the Incentive Awards Committee.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1273

A. Summary of the Suggestion:

The main corridor from which Wing E and others lead off, in Curie Hall, has a new air conditioning duct installed for the Counselling Branch. This duct has extremely sharp edges which could cause serious head injuries to anyone tall enough to come in contact with it.

It is my suggestion that either the duct be relocated or that it be covered with sponge rubber or that at least some suitable danger signs be attached thereto.

A man walking at 4 miles per hour striking his head on one of these edges could cause not only painful injury to the individual but would result in loss of considerable working time to the Agency.

I have personally seen two individuals located in Curie Hall duck so as to miss this hazard.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. Subject Employee Suggestion obviously was prepared prior to completion of the air conditioning installation in Curie Hall. Ductwork to which this employee refers is now covered with a relatively soft insulating material of an approximate 1 inch thickness, thus eliminating the hazardous metal protrusions and sharp edges which formerly prevailed.

2. Inasmuch as the ceilings in Curie Hall are unusually low, it was necessary to alter the initial duct design from 10" to 8" in order to permit a floor to duct clearance of 6'4", insulations included. Admittedly, the resultant headroom is not what we would prefer, but under the circumstances no other location of the duct or reduction of its size is possible without creating more serious problems elsewhere or curtailing the operating efficiency of the air conditioning system. Furthermore, anyone tall enough to come in contact with the duct as it exists must be somewhat cautious in traveling these corridors in order to avoid other utility equipment such as conduits, pipes, junction boxes, etc.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1274

A. Summary of the Suggestion:

In order to make more advantageous use of existing manpower and at the same time improve employee morals, it is suggested that jobs within the agency be placed on a competitive basis in the following manner.

1. Each component on whatever level shall be deemed most practical shall circulate within that component and, as far as possible, throughout the agency, a list of present and estimated future vacancies giving the minimum qualifications for each position.

2. Each employee meeting the minimum qualifications shall be allowed to apply directly for the job he desires on an equal footing with his fellow employees and outside applicants.

This type of program was adopted, presumably successfully, some years ago by the Armed Forces Security Agency.

B. Evaluation of the Concerned Office:

The Chief, Planning and Analysis Staff, advises the Committee that:

1. Suggestion No. 1274 proposes adoption of a system whereby Agency vacancies would be publicized either on a limited or Agency-wide basis and employees would be permitted to file applications for consideration in filling said vacancies. This proposal stipulates that such applications would be from employees who felt they met the minimum requirements as posted with the vacancy report.

2. This subject has received considerable study by various representatives of the Agency and the Office of Personnel in particular. It has been decided that such a plan is not practical for Agency adoption.

3. The Agency has established a procedure which, it feels, meets to a considerable extent the objectives as stated in the Suggestion. These procedures were established prior to this Suggestion and many others of like nature.

4. All employees in the Agency, with the possible exception of some currently overseas, have been coded according to their primary and secondary skills and qualifications for various types of positions. When a vacancy occurs and the Office of Personnel is requested to obtain qualified candidates

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 127<sup>4</sup> (continued)

therefore, a machine run of all qualified employees in the Agency is requested. This listing reflects those employees who meet the qualifications as stated in the recruitment request. In addition, a vacancy listing is prepared and circulated to all Placement Officers for their review and nomination of likely applicants. Still a third source of selection is the appropriate Career Service Board. With these three major sources of selection, it is felt that a maximum consideration of Agency personnel is obtained.

5. Security considerations and the sprawling nature of the Agency throughout numerous buildings, makes bulletin board posting of position vacancies very difficult and hard to control. The Career Service Program and the Career Service Boards provide an additional tool not normally found in other Federal agencies which when coupled with the qualification coding and the over-all Placement Officer review more than compensated for this lack of publication. Over and above these three tools, the grape-vine normally fills in any lack of knowledge as to existing vacancies. Therefore, it is believed that adequate coverage and consideration of Agency employees is obtained.

6. In view of the foregoing, Suggestion is not recommended for adoption.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1275

A. Summary of the Suggestion:

Why could not signature, reference, and other kinds of tabs be punched so that paper clips could be inserted. (So many times the tabs are lost because they are insecurely fastened.)

In addition, why could not the left and right handed tabs be printed on the same form -- back to back. This would be a saving of secretarial time and would cut the need for tabs in half.

See attached sample.

B. Evaluation of the Concerned Office:

The Chief, Records Management Division Management Staff, advised the Committee that:

SUBJECT: Employee Suggestion No. 1275 - Punched and Reversible Correspondence Reference Tabs

1. Subject suggestion recommends the use of reference tabs punched for insertion of paper clips. It further suggests that they be designed for attachment on either the left or right side of a document.

2. Punched tabs similar to the ones suggested were originally proposed in the first draft of the Correspondence Handbook, [redacted]. These tabs, however, were proposed for right-side use only. We believed then, and do today, that it is a needless expense to print and stock both left hand and right hand tabs. A reference tab is primarily a page or document locator. Once a reviewing official has found a page (e.g., one upon which he is to place his signature), only a second or two is needed to locate the signature line.

3. In September 1954, Employee Suggestion No. 979 recommended the use of a signature marker different from the tabs proposed in [redacted]. The enclosed Correspondence Assembly Reference Tab, Form No. 163, was developed from this suggestion. This tab is now stocked in Building Supply Rooms. How to use it is described in the final draft of [redacted]

4. Since Form 163 is still considered superior to the slotted tabs originally proposed in [redacted] we do not recommend that this suggestion be adopted.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1275 (cont'd)

C. Recommendation of the Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1278

A. Summary of the Suggestion:

The Suggester proposes that a travel memo booklet similar to the attached sample be issued for recording the required official travel information. The detachable pages permit the reuse of the booklet, which in turn should perform as a time saving device in the preparation of travel voucher claims.

B. Evaluation of Concerned Offices:

The Chief, Planning and Analysis Staff, recommends that Suggestion 1278 be disapproved for adoption based on his below noted observation: 1) Investigation of the proposals set forth by Suggestion 1278 reveal that such material is available within the Agency, and at the Ticket Offices of the various Carriers. Namely, memo record books of pads. 2) The memo record book attached to Suggestion 1278 from State Department, is identical to one available in CPB, PRD/OP, minus a front identity cover. 3) Compilation of detailed items concerning a trip, which are carried on one's person, can frequently develop into a security problem, hence it should be avoided. Items which can be entered on the memo pad are more or less common to all travelers and would not necessarily involve security questions. 4) In view of the existence of the proposed material, the Suggestion as presented is not recommended for adoption.

C. Recommendation of The Executive Secretary:

It is recommended that the Committee disapprove this Suggestion in view of the negative information noted above.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1281

A. Summary of the Suggestion:

I feel a sizeable saving to the Agency could be accomplished by distribution of one copy of Most Agency Notices to a branch instead of a copy to each employee.

Example: Notice  - Fire Prevention dated 4 October 1954.

This Notice was distributed to all employees whereas one copy to a branch would have meant a saving of hundreds of sheets of paper besides a saving in time consumed duplicating copies. Considering the number of Notices distributed and the excellent grade of paper used over a period of one year the monetary savings would amount to several hundred dollars.

B. Evaluation of the Concerned Office:

1. The Regulations Control Staff has, over the last month, polled its distribution officers with respect to the suggestion enumerated above. The consensus is that the present system has defects, but that no other system readily useable can come so close to fulfilling the requirement of getting an official notice into the hands of each employee. Certain offices have requested, on an individual basis, that distribution of this type be reduced, and the Staff has approved the action in one case on an experimental basis to see if it works.

2. It is recognized that there are methods of making an all-employee distribution other than the one now used. In this connection, however, it may be pointed out that this Staff is charged, by regulation, with furnishing each of the Agency's distribution points with a sufficient number of copies so that it may be assured that each employee will receive one. Distribution within the individual components of the Agency is the responsibility of the components themselves.

3. It is, therefore, recommended that the suggestion not be adopted.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

25X1A

30



CONFIDENTIAL

Suggestion No. 1283

A. Summary of the Suggestion:

The American medical Association has predicted that an influenza epidemic, caused by virus A, will hit the U.S.A. this winter. Acting on this information the U. S. military services have made arrangements to inoculate their personnel against this type of virus. It is suggested that, if possible, the C.I.A. make available to its employees the same protection. The inoculations should be on a voluntary basis and each employee should be expected to pay for the serum received by him. The savings in working hours should certainly be great enough to justify this program.

B. Evaluation of the Concerned Office:

The Chief, Medical Staff advises the following:

Subject suggestion concerns the inoculation of CIA personnel, on a voluntary basis, against influenza; based on an alleged statement of the American Medical Association predicting an influenza epidemic in the United States this winter.

Investigation by the Medical Office has shown that any prediction of an epidemic in the United States this winter is not based on actual medical fact. It is recognized that there will be a certain incidence of the disease as is customary.

Present methods of immunization are recognized as being effective in the prevention of the disease.

It is recommended that personal physicians be contacted as to the availability of the immunization. Attention is brought to the fact that special precautions must be taken in the immunization of individuals with an allergy to egg protein.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1284

A. Summary of the Suggestion:

The Liaison Division, OCD, utilizes a system of Requirement Directives, or RD's, to control formal requests for collection action. A block of designators is issued to the different IAC agencies for their use in submitting formal requests, for instance, the W Series has been issued to the Department of State.

It is suggested that for control purposes in the future, that requestors use the alphabetical series and a designator the year also -- thus State Department's first formal request for the year 1955 would be numbered W-1-55 and so on, for 1956: W-1-56, etc.

B. Evaluation of the Concerned Office:

The Executive, OCD advises the following:

We recommend disapproval of the attached suggestion on the ground that the difficulties expected to be encountered, in our opinion, outweigh the conceded benefits to be derived.

Based on comments from our several branches, there is merit in the suggestion in that it would permit a ready identification of old cases as against our present system. We nevertheless feel, by virtue of a laboriously consummated arrangement with the IAC agencies, and in particular the Defense Department components, that we would encounter hostility in the latter department by seeking at this time to have them change their numbering system for requirements submitted to OCD. The present system was reluctantly accepted by the Defense Department with considerable resistance on the part of the Army.

25X1A

On balance, we feel that we must recommend disapproval. In addition, per subsequent discussion with [redacted], present systems of consecutive numbering permits identification of old cases versus the new.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1287

A. Summary of the Suggestion:

RI/Typing should maintain a log on documents that cannot be indexed within a few days. Such a log would cut down the amount of time and effort spent at present in searching for material, and would expedite the work of the various desks.

B. Evaluation of the Concerned Office:

25X1A

Chief, RI, advises the following:

The subject suggestion has been reviewed in RI and is considered to possess no merit because there is a log maintained in the RI/Typing Section for the purpose of document location.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

33

CONFIDENTIAL

Suggestion No. 1289

A. Summary of the Suggestion:

25X1A

I talked this morning with [ ] Central Top Secret Control - OCD, and he informed me that a new system for TS Controls is being set-up at this time. He showed me the IBM Card now in use by CTSC and some of the branches, and suggested for use throughout the Agency. In return, I showed him my card idea and he has promised to arrange a meeting for me with someone in OCD who is more familiar with the IBM Card than he is.

25X1A

At this time however, I feel that my card is more satisfactory and for that reason, would like to submit it, with [ ] card, and the present ORR routing sheet, for your study.

The space on the left of my card is left for the choice of filing possibilities - i.e. the cards can either be filed in a box-type card file, or punched with two holes to be filed in a loose-leaf file.

It is my idea that these cards be kept in Chronological order - by date received - for a six month period. At the end of that time they should be filed by CIA Control Number. From my experience with my own log I feel that this system would provide the quickest answer to the type of question coming to my desk.

25X1A

I have discussed this idea with my supervisor, [ ] and they have suggested that I submit it to you.

B. Evaluation of the Concerned Office:

The CIA Top Secret Control Officer advises the Committee that:

The TS Control Card submitted with this suggestion is not satisfactory for Agency wide use. It does not lend itself to adaptability by all of the Components of the Agency. The new proposed Agency procedures which were mentioned in the suggestion, will provide a standard system throughout the Agency for the control of TS matter.

The Form 60-75 will permit the use of a multistencil, which may also be used for completing necessary information on the Signature and Cover Sheet, Form 38-13, where the number of copies of the document warrant its use, (5 or more). The use of the

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1289 (continued)

multistencil in such cases will greatly reduce the clerical steps which would otherwise be necessary. The multistencil could not be used on the suggested form.

The use of Form 38-14 will be done away with for TS logging purposes if either control card is used, however, not for the reasons indicated in the suggestion.

The Form 60-75 is made in the same size as an IBM card, since safekeeping equipment suitable for material of that size are available as stock items. The suggested form would require additional expense for safekeeping equipment.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1293

A. Summary of the Suggestion:

The replacement of the console type air-conditioners with window type.

The console type is obsolete, never was to efficient, and is occupying space which could be put to better use for office equipment.

Each console type occupies approximately nine square feet of floor space, whereas, the window type occupies no floor space. It is estimated that approximately 2,300 square feet of floor space would be saved in "L" Building alone, if the suggested replacements were made.

The console type is inefficient, as such a unit will lower the temperature in the average room only a few degrees whereas the window type (conceivably more modern) will lower the temperature almost fifteen degrees in the same room.

The console type serves as dirt-catchers and are prime nesting places for rats. With the crowded conditions in these buildings (I, J, K, and L), it is imperative that the rooms be kept as clean as possible to prevent fires and for health purposes. In addition to the above nuisances, when the exterminators spread rat poison, the rats usually crawl into the consoles to die. The odor is both obvious and obnoxious for some time thereafter.

While it is recognized that the replacement of the console units would be an expensive proposition, it should also be remembered that all indications are that we will occupy these buildings for some time. It is believed that the monetary consideration would be outweighed by the great improvement in working conditions and resultant improvement in employees morale. The space saved would also be a factor for consideration.

B. Evaluation of the Concerned Office:

Chief, Administrative Staff/LO advises the following:

Reference is made to Employee Suggestion No. 1293 suggesting the replacement of old console type air conditioning units with the modern type window units in Buildings I, J, K, and L.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1293 (continued)

This office fully recognizes the dire need for the complete replacement of all of the outmoded console type air conditioning equipment within the above mentioned buildings. The dictates of economy, however, as applied to this Agency as well as the General Services Administration make such an extensive replacement program an impossibility at this time. In Buildings K and L alone there are approximately 300 such units, the replacement expense of which would be in the neighborhood of \$90,000. The present practice of GSA calls for replacing worn out air conditioning equipment in the entire PBS Monument Group at an approximate rate of five to ten units per year. Obviously, this program will far from replace this antiquated equipment at a rate commensurate with its deterioration. In addition, Agency policy prohibits any further expenditure for new air conditioning equipment except in special cases where the presence of heat producing equipment or unusual occupancy demands.

In view of the above, we are forced to continue making use of these old units, continually urging the PBS to render the best possible maintenance and repair services that can be furnished.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1295

A. Summary of the Suggestion:

It is suggested that during the winter months a duckboard platform, a couple of inches high and about six feet broad, be set up over the cement walk running from the entrance of L Building to the steps leading up to the Lincoln Memorial Circle. Whenever it rains hard, this walk, which is used by a large number of CIA employees to reach their offices in I, J, K, and L Buildings, is in many spots flooded over with a half inch to an inch of water and mud. Since wet feet lead to colds, and colds to absence from work it would most likely be to the Agency's advantage to remedy the situation.

Instead of putting up duckboards, which are rather unsightly, work might be undertaken to improve the drainage of the area, but this would be costly and would probably take quite some time to arrange. As a temporary measure, some sort of duckboard platform would probably be the best solution.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff/LO advises the following:

Reference is made to the attached Employee Suggestion No. 1295.

Investigations by this Office reveal that adequate drainage exists but the walk had settled below the adjoining lawn in a number of places and was not draining properly.

The low areas in the walk have been raised and the National Capital Parks has taken steps to ensure that all drains are in working order.

In order to prevent further similar occurrences, it has also been requested that periodic inspections of the drainage system be conducted and corrections be accomplished where required.

In view of the foregoing, it is recommended that this suggestion for the erection of duckboards be disapproved for adoption. The suggestion is returned herewith for appropriate action.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL



CONFIDENTIAL

Suggestion No. 1297

A. Summary of the Suggestion:

IDEA: Pass for bus riders, or button.

REASONS: The use of the Agency badge for bus riding is dangerous from a security point of view and it is noted that the searching for badges holds up the bus. A separate pass or badge, without identifying Agency origin, would be most convenient and time-saving.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff/LO advises the following:

From an operational standpoint, it does not appear that Suggestion No. 1297 would improve the bus identification system now in effect. Furthermore, bus drivers are required to wait until passengers are seated prior to setting the vehicle in motion in order to preclude the possibility of injury to passengers. During the period the bus identification system has been in effect, no undue delays have been encountered that could be attributed to any time consumed by passengers in "searching for badges".

Recognizing the fact that the Agency badge can in no way be identified with the Agency, the Security Office, on 16 April 1954, indicated that they had no objection to the use of CIA badges for the purpose of identifying Agency employees as authorized bus passengers.

Accordingly, it is recommended that Suggestion No. 1297 be disapproved.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1300

A. Summary of the Suggestion:

It is suggested that requests or requisitions for stock supply items be forwarded by the Building Supply Officer directly to the warehouse for processing and filling. This direct request would eliminate the present delay of an average of one month's time from the time the request is submitted until it is filled.

Monetary value cannot be estimated, but the saving of time would be tremendous since several steps could be eliminated in processing of stock item requests through the Logistics Office in Quarters Eye.

B. Evaluation of the Concerned Officer:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. Information submitted does not conform to facts. Recent study indicates the time required to process requisitions and effect delivery of supplies is approximately twelve days. This time includes slightly less than two days processing in Stock Control.

2. Submitting requisitions directly to the warehouse and bypassing normal channels would be in conflict with the established accounting procedures which are based on a pre-posting system of supply control. The slight advantage of time saved in this manner, would be greatly outweighed by the many disadvantages of a post posting system of supply control.

3. In view of the above it would not be feasible to adopt for use this suggestion.

4. Employee should be commended for his interest in the program.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1301

A. Summary of the Suggestion:

It would be a great convenience to the employees of CIA who work below Constitution Aven. if the North Bldg. Shuttle Bus would make one stop on E Street before going up the hill to North Bldg.

The present arrangement has the Bus stopping at the south side of D Street on 23rd, causing any employee who is trying to catch the R6 (Capitol Transit Bus) at 23rd and E or to reach their parked car in the parking lot at 24th and E, to cross two streets--one a very busy and hazardous one--23rd and E.

B. Evaluation of Concerned Office:

Administrative Staff/LO advises the following:

As indicated in Suggestion No. 1301, the proposed shuttle bus stop would provide an additional convenience for those employees desiring to either board the E-6 Capital Transit Bus at 23rd and E Streets or to reach adjacent commercial parking lots.

However, demand for a stop in this vicinity exists primarily during the evening rush period from 1700 to 1730 hours. This demand is presently served by providing a "signal" stop at 24th and E Streets during the evening rush period.

This Office is of the opinion that serving this stop at times other than presently provided is precluded by the fact that no substantive requirement can be determined to exist except during the evening rush period. The time required to serve this stop, on a full time basis, would also impose an additional problem of maintaining present shuttle bus schedules.

Accordingly, it is recommended that Suggestion No. 1301 be disapproved.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1306

A. Summary of the Suggestion:

1. This suggestion appears so obvious that it is quite possible that it has already been made -- though not yet acted upon. It is to standardize on writing tablets lined 30 and 32 lines per 8" x 10 $\frac{1}{2}$ " sheet instead of tablets having 24 lines per side of the same sized sheet. Samples of both sheets are attached to show just what is meant.

2. Large quantities of this type tablet are consumed within the Agency and the Government. Both samples attached are Government Issue, and apparently readily available. A saving of about one third in the number of tablets used should result by the use of the 30-32 lined pages.

B. Evaluation of the Concerned Offices:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. A check of Building Supply Rooms reveals that white ruled thirty line tablets are presently stocked to meet Agency requirements. It is quite possible that this suggestion is the result of an employee finding in a given supply room an exhausted stock situation on the desired item.

2. Employee should be commended for his interest in this matter.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

40

CONFIDENTIAL

Suggestion: No. 1308

A. Summary of the Suggestion:

Idea: OTR should establish a training course for the purpose of instructing Agency personnel, of all grade levels, in the proper methods, procedures and formats of official writing and correspondence.

Reason: 1. Provide conformity of style, language and format for Agency writings and correspondence.

(a) Eliminate re-writing of reports, studies and other documents to conform with others' individual styles of writing.

(b) Eliminate misinterpretations of Agency documents due to varied writing styles, procedures and terminology.

(c) Speed up processing of various documents as uniform methods would allow faster reading, comprehension and action.

(d) Eliminate the sense of inadequacy and frustration in lower grade levels in having their writings consistently revised.

(e) Eliminate conflicts in writing styles and methods directly attributable to varying backgrounds of Agency personnel.

Savings effected by such a program are not necessarily calculable in terms of dollars and cents. However, in terms of operational efficiency, harmonious employee relations and lower level morale, the long range economy accomplishment should be considerable.

B. Evaluation of the Concerned Office:

The Director of Training advises the Committee that:

We do not deem it feasible to establish "a training course" for the purposes set out in this suggestion.

We believe all papers prepared in the Agency should be grammatically correct and clear and concise in style. If employees preparing papers cannot meet reasonable standards in these respects, they should be advised to improve their abilities by self-study. Grammar and English composition courses are recommended. Instruction in these subjects is offered by schools and colleges in the area, and OTR gives training in grammar and capitalization practices for clerical employees. Supervisors should not hesitate to recommend such study for deficient personnel.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1308 (Continued)

Beyond the basic standards, there are a number of special kinds of writing skill required in the Agency. OTR at present offers courses dealing with some of these. Field reporting, cable language, and the preparation of finished intelligence reports are covered in separate courses. In other courses the importance of effective writing is stressed, and some practice is given.

With respect to the format and style of official communications, such as letters and memoranda, the clerical training courses give instruction to both incoming and on duty employees.

OTR is prepared to consider proposals about additional writing courses whenever particular requirements and groups of employees are identified.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1311

A. Summary of the Suggestion:

The recommendation is made that a snack bar be installed in Building 11 for employee use. It is understood that Buildings 13 and 14 are without such a service also. Most other Agency buildings are served by snack bars of some type. At the present time those who desire coffee have joined in coffee pools. This makes it necessary for one person in each pool to walk to a Building to take out coffee for other members. Oftentimes the trip takes 15 to 20 minutes. In addition, it is necessary to leave the building in order to get any food for lunch and during inclement weather this is especially undesirable.

Inquiry was made as to installation of a hot plate in the building for the use of all employees to make coffee. It was stated that one could not be installed at agency expense. The employees of ORR/GG decided to take a private collection to pay for the installation. The office was informed that it would cost \$4.00 for the installation of suitable wiring for only one hot plate. The hot plate itself and other utensils would have to be purchased in addition.

The advantage of favorable action on this suggestion would be improved working conditions and better employee morale.

This recommendation has the unanimous support of D/GG, and if adopted, any monetary reward should be applied to the establishment of the snack bar.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. Reference is made to Employee Suggestion # 1311 recommending the installation of a snack bar to accommodate the general area of Buildings 11, 13, and 14.

2. This Office is not in accord with the suggested action for reasons cited below:

a. The number of employees occupying these buildings is considered insufficient to support a snack bar.

b. Proximity of cafeterias at M and Que Buildings is felt to be such that no unusual hardship is imposed on employees having to walk there from either of Buildings 11, 13, or 14. If they so desire, they are free to patronize the Bureau of Medicine and Surgery Cafeteria

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1311 (con't)

which is located on the old Naval Hospital grounds and is nearer than M and Que cafeterias.

c. Since snack bar installations must be managed by blind operators, the vending of hot or unpackaged food or drinks is prohibited unless sighted assistants are employed for the purpose. Under these circumstances, it may be assumed that the majority of employees would still patronize the cafeterias to obtain hot meals and coffee.

d. In order to establish a snack bar in either of the buildings cited, it would be necessary to recover approximately 200 square feet of space from Agency components which, at this moment, are seriously overcrowded.

3. Administrative officials of ORR, the major occupying component in the Buildings 11, 13, and 14 area, have been queried on the matter and have expressed complete accord with the foregoing objections. From our previous experience with the Washington Society for the Blind and Government Services, Inc., the objections stated also reflect their opinions.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY



CIA INTERNAL USE ONLY

Suggestion No. 1318 <sup>2</sup>

A. Summary of Suggestion:

It is suggested that at least one employee in every building serve as the Notary Public for that building, i. e., building receptionist. For those of us located in buildings presently without such an officer, it would have considerable travel time.

B. Evaluation of the Concerned Office:

The Chief, Planning and Analysis Staff, Office of Personnel, advises the Committee that:

1. The assignment of notary publics to the various buildings comprising the Agency's organization appears to have considerable merit. Should the suggestion be adopted, it is recommended that additional notaries be assigned, one each to the following buildings: Quarters Eye, L Building, J Building, North Building, [REDACTED]  
[REDACTED].

STATINTL

STATINTL

2. The Deputy Chief, Security Control Staff, has indicated that there are no security objections to such assignments and the Secretary of the Board of Commissioners of the District of Columbia has indicated that with appropriate justification, additional notary commissions can be obtained.

3. Requests for such additional notary publics should emanate from the organizational components occupying the buildings in question who would furnish justification via memo through their administrative channels to Chief, ESD. In order to qualify for a notary commission, the applicant must pass an oral exam before the D. C. Board of Commissioners, be bonded and purchase a notarial seal. (Total cost for bond and notarial seal is estimated at \$12.30.)

4. Attention is invited to the fact that outside of ESD notary publics are authorized for operational support purposes rather than for the convenience of individual employees in handling their personal affairs. It is therefore recognized that there are perhaps numerous notary publics throughout the Agency whose names and locations are not generally publicized and do not appear in the telephone directory. Such notaries may even exist in the buildings covered in our recommendation and may possibly be available for such purposes.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

44

CIA INTERNAL USE ONLY

Suggestion No. 1315

A. Summary of the Suggestion:

I suggest that:

The space between the wings in the rear of Barton Hall be utilized for parking for OSI employees. This can be done either by cutting a gate in the fence, between each wing to where this space is located, or by using the present gate as the main entrance for cars, if only one entrance is feasible. In that case, I suggest a cinder driveway past the end of each wing leading to these open spaces between the wings.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. This is to advise you that the matter of acquiring additional park grounds for parking facilities for government employees has been investigated and the Department of Interior and National Capital Parks have declined to allow any further encroachment on park property for such facilities.

2. Policies established by the General Services Administration prohibit parking between the wings of temporary buildings due mainly to the fire and safety hazard that would be prevalent.

3. Even if the above regulations could be rescinded, the General Counsel has rendered opinions that this agency has no authority to expand sums of money for improvement of government grounds as parking facilities for employees.

4. In view of the foregoing, it is recommended that the suggestion be disapproved for adoption. The suggestion is being returned herewith for appropriate action.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1318

45

A. Summary of Suggestion:

Suggestion for the cafeteria of putting on a bland diet for people with ulcers.

I'm sure it would be greatly appreciated and am sure there are quite a few people here with ulcers who have the same trouble as I have with the choice of the menu as it stands now.

B. Evaluation of Concerned Office:

Reference is made to Employee Suggestion No. 1318 by the Chief, Administration Staff, Logistics who advises the Committee that:

An investigation by this Office with officials at Government Services, Inc. reveals that such a service, although not published, is in effect in all cafeterias under their control. We are informed by them that cafeteria managers will willingly cooperate with all customers requiring special foods or special preparation of foods for dietary reasons. In order to obtain such service, it is only necessary for the individual to contact the manager of the cafeteria, which he or she patronizes, and arrange to have those foods prepared and served at the time they are required. This privilege, however, should not be abused to the extent that unusual foods or preparation of foods are requested. Such items as soft boiled or poached eggs, rice, unseasoned vegetables or meats, cottage cheese, etc. are considered to be reasonable. In addition, it would be helpful if the requesting patron would arrange with the manager as to the time he desires to have his food ready.

Inasmuch as the suggested practice has been in effect for some time, we do not feel that any contribution is made through its submission, nor does GSI recommend that any published statement of this practice be made.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1319

A. Summary of the Suggestion:

Goal:

To increase the efficiency of Agency translation groups, and possibly to decrease the number of translators required by increasing the output.

Means:

Use of tape recording equipment.

Background:

Normally, translation groups operate well behind requests. All work or nearly all work is done manually and individually by the translator until the product is almost ready for the final processing. Any preliminary typing is done by secretarial help assigned to the individual unit.

Argument:

1. Adequate and competent sight translations are possible for 50% to 70% of the foreign language materials received by this Agency. (Compare with the simultaneous translations done at the UN).
2. Offices do not always require the complete text. It should be possible to send an office the complete text on a tape. Then, those portions required could be reproduced to permanent form.
3. Typing could be done centrally, thus enabling both the translator and the typist to use constantly his special skill.

Example: The Agency receives a bulky document in a foreign language. This document contains material of primary significance and must be forwarded to the front office immediately. Solution - translate directly to a tape recorder. The tape could be delivered to the office; it could be typed up; or it could be transmitted by closed wire to the interested buildings (thus eliminating the communications problem).

Counter-argument:

Revision and review of the translation would be necessary at times.

Reply:

Copy is reviewed with the present system. This would speed up the period between the original translation and the review.

CONFIDENTIAL

## CONFIDENTIAL

Suggestion No. 1319  
Continued

## B. Evaluation of Concerned Office:

Chief, Foreign Documents Division, OO comments as follows:

1. This suggestion concerns increasing of efficiency in Agency translation groups by the use of tape recording equipment. FDD is the Agency office responsible for translation. FDD has for many years employed equipment such as dictaphones and tape recorders wherever and whenever such equipment has proved feasible and practicable to increase the efficiency of its translation service. It must be borne in mind, however, that more than two-thirds of the work done by FDD is of a documentary research nature, that is, pulling bits and pieces of facts together from many sources. In doing this work, FDD is acting as a common service to the intelligence community and the bits and pieces are pulled together on the basis of requirements served on it by the intelligence community. The resulting product must be disseminated to most of the agencies and offices of the IAC due to the overlapping interests of those offices and the fact that FDD devotes its efforts to work which will produce information desired by more than one office or agency. This objective and procedure is not readily susceptible to handling by tape recording; the bits and pieces must be assembled from different sources, by different analysts at different times, and reassembled, compiled or collated as to make a coherent whole specifically answering the requirements extant. We are constantly seeking means, mechanical or otherwise that will facilitate this procedure. However, we feel that tape recording equipment would only serve to confound, ensnarl and lead to duplication within our own operation.

2. On the other side of our work where we handle verbatim or near-verbatim translation, the use of mechanical equipment is subject to a number of limitations. The first of these is the willingness of the requesting office to accept material on tapes or dictaphone belts. We have found constant and vigorous opposition on the part of most offices to this procedure. A second limitation is the distinctness of diction of the analyst or translator using the equipment. If this distinctness is lacking or there is any apparent accent, the rendition is exceedingly difficult to transcribe. The third limitation is the dread of most clerical personnel to the job of transcribing all day long from mechanical equipment. The morale factor must be kept in mind in this connection. The fourth limitation is that the transcription from mechanical equipment must be checked for the accuracy of rendition of foreign names, places and things constantly occurring in translations. The fifth limitation is that the majority of the personnel employed by FDD can type, are equipped with their own typewriters and can

CONFIDENTIAL

-3-

CONFIDENTIAL

Suggestion No. 1319  
Continued

all too frequently attain the finished product in the same length of time without the use of additional time of clerical personnel.

3. I must disagree with the suggester that sight translations are possible for 50 to 70 percent of the materials received by this Agency. This assumes, of course, that he means the material which is sent to FDD for translation. The majority of the material sent to FDD for translation is of quite a technical nature. Where it is of simple and straight forward nature, a great many offices have personnel with language knowledge sufficient to handle it themselves. In the majority of cases it is difficult and technical material with abstruse language or vocabulary not found in dictionaries which comes to FDD. If the FDD man were in the relatively fortuitous position of the simultaneous translator at the UN where he knew before he began not only the general subject field, but frequently the specific nature of the discussion issue, things would be far simpler; such is not the case. Furthermore, on the other portion of material received by FDD which is not of a difficult or technical nature which is forwarded because the office has very little idea of what the document says, frequently a brief summary of a paragraph or two suffices for the requester and this procedure is used wherever possible. This then leaves us that small percentage of material which is neither technical or abstruse and for which the requesting office requires a verbatim translation. In this case, mechanical equipment such as dictaphones and tape recorders are used to expedite this drudgery.

4. We accordingly reach the conclusion that the suggestion is already in effect and no part of the suggestion makes an added contribution to the work in progress.

C. Recommendation of Executive Secretary:

Disapproval for Adoption.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1320

A. Summary of the Suggestion:

It is suggested that another microfilm viewer be made available in RI (room 1400 L). As it is now there is just one viewer, and everyone wanting to consult the files on microfilm which are located in RI has to line up and wait for his turn. As a result much time is lost. Usually there are several persons waiting for the viewer, and often it is necessary to sit for 15-30 minutes waiting until it is available.

If this suggestion were adopted an incalculable amount of time would be saved.

B. Evaluation of the Concerned Office:

The Chief, RI, advises the Committee that:

The need for additional microfilm viewing facilities in RI was recognized by this Division some months ago. Due to lack of space in the Reference Room, the Microfilm Section, which is located in an adjoining room was directed to make a microfilm viewer available for the use of customers. Two RI sections which perform research were informed of the availability of this additional viewer. Request clerks in the File Room were directed to channel other users to the additional viewer when the traffic became heavy on the viewer located in the Reference Room. A check made with the Supervisor of the Microfilm Section on 3 November 1954 indicated that the viewer located in his Section was not in constant use.

To assist further in making known the existence of another viewer for the use of our customers a sign indicating its location will be placed in a prominent position in the Reference Room. In addition other viewers located in the Microfilm Section will be made available to users should the traffic warrant this action. In the near future RI will have a separate room set up as a microfilm library with technically experienced personnel in attendance which will provide more satisfactory service than the present improvisation.

In view of the above and the paucity of space in the Reference Room it is recommended the Suggestion No. 1320 not be adopted.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1321

A. Summary of the Suggestion:

No. 1 A decollater to remove carbon paper from tabulation stock forms in I.B.M. machine service. This device will save hours of manual time by an employee using this decollater as a job is in progress and carbon is being removed the same time.

No. 2 A table with a metal top approximately ten feet long. Three feet high. This table will help the employee as not to use desks, trucks, to keep trays on, as piling these trays is dangerous to fellow workmen.

B. Evaluation of the Concerned Office:

The Chief, Machine Division/OCD, advises the Committee that:

1. The problem of decollating carbon paper from multiple copy continuous form tabulating paper is old, and one for which no really good solution has been found. A device of the type suggested is already on the market and does perform fairly satisfactorily, however, five feet more space behind the tabulator is needed and some attention is required in order to keep it operating properly. It is the opinion of those in this Division who have had much experience with decollators, such as the one described that they are, in general, more trouble than they are worth, unless a very large volume of three or four copy material is being decollated. Even under this condition considerable time must be devoted to clearing away spent carbon.   
Machine Records Division, Office of the Comptroller, feels that this type of decollater is generally satisfactory except in humid weather.

2. The same effect as is suggested could be achieved by placing two five foot tables end to end. However security of material requires that it is better to work from card trucks, and not accumulate a large volume of material which will have to be secured at the day's end.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY



CIA INTERNAL USE ONLY

Suggestion No. 1323

A. Summary of Suggestion:

It is suggested:

A notation be made on all listings of publications from other Agencies which of the following forms is to be used when requesting an item:

- a) Form No. 60-41 - Library Service Request
- b) Purchase Order Form

Much time and material would be saved if it were known whether it was possible to rent the publication or whether it had to be purchased before the form was mailed to the Agencies.

B. Evaluation of the Concerned Office:

The Deputy CIA Librarian advises the Committee that:

1. Suggestion 1323 does not take account of the size and diversity of the open or classified literature procurement problems. There are dozens of listings of the nature suggested here and their citations involve many more varieties of special procurement circumstances. The cost of making the suggested notations would be prohibitive and their purpose would be defeated as rapidly as the Library acquired purchase items for its loan collection.

2. Suggester should submit all requests for items of short-term interest to CIA Library (Circulation Branch) on form 60-41 on the assumption that the Library already has a copy of the desired item or will obtain one by interlibrary loan. If neither condition applies, the Library will obtain a copy by purchase for loan to the requester.

3. If, however, the suggester knows that the desired item is for sale in the book market and if he expects to make frequent and continuing use of it, then he should call Circulation Branch to determine whether a copy is on hand and can be loaned to him indefinitely. If no copy is available then he should employ the purchase order form to direct that one be procured for him.

4. For the reasons presented above CIA Library recommends that this suggestion be rejected.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1325

A. Summary of Suggestion:

During the winter months particularly, the greatest single cause of lost man-hours is the common cold. In the course of a cold an employee will probably actually miss only one or two days at work, but his efficiency will be greatly impaired over a period of from one to three weeks.

Therefore, it is my suggestion that the Agency dispense cold shots, on a mandatory basis perhaps, at no cost to all Agency personnel. I'm sure that the cost of providing these shots would be more than made up in sick-leave not taken and increased efficiency.

B. Evaluation of the Concerned Office:

The Chief, Medical Staff, advises the Committee that:

The therapeutic benefits of cold inoculations for certain individuals is an established medical fact. However, the therapy is not without untoward reactions in certain individuals. It is felt that this type of treatment is best given by the personal physician, since he is usually in possession of the necessary information to establish either indication or contra-indication for the inoculation.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1332

A. Summary of the Suggestion:

To conserve actual working man hours especially in field stations, I suggest a form entitled "Reimbursement for Official Use of Private Automobile" be printed. Carbons (3) could be attached such as those utilized in the present headquarters cable form.

[redacted] the basic form could be modified to a simpler form. Attached to this suggestion blank is my concept of an appropriate form to be employed.

25X1A

1. This new form would be an improvement because: Field stations are limited on personnel who have little time to devote to the preparation of monthly claims made in triplicate for each person making a claim.

2. Automobile claims attached to monthly Summary Accounting vary in size and form so as to present confusion and possible loss or misplacement of a small piece of paper.

3. A simplified standardized form would facilitate Headquarters action.

4. No security problem from the field would occur since pseudonyms could be used.

5. The book type system of carbon paper insertion would eliminate additional time and effort on the part of the typist.

B. Evaluation of the Concerned Office:

The Acting Comptroller advises the Committee that:

1. There is returned herewith Employee Suggestion No. 1332 which has been reviewed by representatives of this Office.

25X1A

2. A study has been made on the use of the sample voucher form provided by [redacted] as a supporting document to station accountings and in the opinion of this Office, the voucher form is not used in enough volume to warrant the expense of pre-printing and making distribution of the form to field installations.

3. It is, therefore, recommended that the subject suggestion be rejected.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1334

A. Summary of the Suggestion:

Attached is a suggestion for adapting a standard typewriter to automatically space in a predetermined manner. The application is in the encryption of messages.

Suggestion: Adapt standard typewriters to automatically type in a predetermined grouping. (5 letter or 4 digit code groups etc.)

Application: In the encryption of messages the plain text would be typed over the key text on the page of a pad.

Method: On the rack of the typewriter after every 4 teeth, 3 teeth are filed off smooth. The typewriter will then type 5 letter code groups with two spaces between groups. Other groupings are possible, but the spacing between letters is not easily variable.

Procedure: A page from a pad would be inserted into the modified mill. The plain text would be typed over the key text. Then, after inserting a carbon, the triads would be completed. The carbon copy of the coded text would then be submitted for transmission.

Advantages: The AUTO-SPACE system should cut in-station delay time by 25% to 33%. Writing plain text into a pad with a pencil cannot be done much faster than 20 words per minute as against 50 or 60 (or more) by typing.

The AUTO-SPACE system should result in greater accuracy. Pencil printing cannot match type. Deciphering should be easier through fewer cryptic errors, and, therefore, fewer services.

The AUTO-SPACE system should result in several security advantages. The cut in delay time means the clandestine crypto clerk cuts his encryption time if he has a typewriter. [ ] for instance.) Greater accuracy and fewer services is good security. Also, since the makeup of the encipher pad will differ from the decipher pad, it will be impossible to write plain text into the wrong pad.

The AUTO-SPACE system should permit a station to handle more groups before it is necessary to send another man or an expensive machine system to handle an increase in volume.

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1334 (continued)

Comments: A rack from an old Underwood with a margin from 0 to 90 was modified in less than half an hour. I have attached the part to illustrate. The last 9 groups are 5 characters long, while some at the other end of the rack are 4 characters long.

Security restrictions, lack of crypto training and a lack of time to dig into problems of cost, cover requirements etc. impede me.

Engineering should be able to design a removable or reversible rack so that the typewriter may appear and be used normally.

It should be possible to print pads in the same type spacing as a standard mill. If this is absolutely impossible, one-time tapes could be sent to field stations with TT. Then pages of key text could be run off as needed.

A saving of 25% of all the plain text written into pads all over the world certainly must be a tremendous saving worth comparing to the costs--not to mention greater security and less drudgery for the cipher clerks.

B. Evaluation of the Concerned Office:

Chief, Administrative Staff Office of Communications advises the following:

Both the Office of Communications Security Division and Signal Center have carefully studied Suggestion No. 1334 to determine its merit. The following sub-paragraphs summarizes their evaluation of the suggestion.

a. The procedure of utilizing an "auto-space" system for encryption has been tried as far back as 1947 by experienced Signal Center crypto personnel who are continuously trying methods to ease their job, if possible. After thorough studies were made with both mechanical and electric typewriters, the idea of using a "space tabulator system" attachment proved to be impractical.

b. The positioning of the message indicators as recommended in the suggestion is contrary to standard operating procedures. Also, as the message indicator under [redacted] manual spacing would be required when a [redacted] letter does not constitute a five letter group.

c. In addition, communications cover security requirements dictate that a space bar, modified as suggested, would require special secure handling at many field stations because of its obvious use in communications operations.

CONFIDENTIAL

25X1  
25X1

CONFIDENTIAL

Suggestion No. 1334 (continued)

Thus it is the opinion of this office that Suggestion No. 1334 be Disapproved for adoption.

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

**Next 1 Page(s) In Document Exempt**

CIA INTERNAL USE ONLY

Suggestion No. 1338

A. Summary of Suggestion:

Due to the large volume of mail processed in the Procurement Division/Lo and after witnessing seemingly endless hours of envelope stuffing, dampening of flaps and tedious pasting of them with scotch tape, it is the suggestion of the undersigned employee that envelopes with a more adhesive gum be procured for the Agency nonopaque franked and windowed envelopes.

There is, on the open market, a self sealing envelope that could be adapted for use on envelopes in which unclassified matter could be enclosed with little more effort than is used for the original stuffing of the envelope, thus substituting a single operation for three. For example:

From the records of the Administration & Control Staff for the four (4) week period of 4 Oct. thru 30 Oct., 6,108 Purchase Orders alone were sealed in window type envelopes. Each flap was first moistened on a sponge, pressed firmly and then sealed with a large piece of scotch tape. This process took double handling to complete one simple operation of sealing. This entailed pulling from a desk dispenser (estimating four inches of tape per envelope), 24,432 inches of scotch tape. The price of this tape is nominal, though if multiplied by the number of divisions, who must because of the poor quality of the sealing compound, use this method of sealing, result in a tremendous cost to the Government.

This employee is cognizant of the requirement that all envelopes used by the Government be procured from those Contractors to whom the Post Office Dept. has made awards but would like to point out that correction of the faulty sealing on these envelopes would not only result in a tremendous man hour saving to the Agency but to the Government as a whole.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advised the Committee that:

1. The envelopes now in use in mailing purchase orders, of unclassified nature, meet all requirements of the Post Office Department without the use of scotch tape or other additional adhesives. It is believed that if the sponge used for moistening the flaps were cleaned more frequently no difficulty would arise. Dried adhesive on the sponge makes it impossible to properly spread moisture over the flap of any envelope.

CIA INTERNAL USE ONLY



CIA INTERNAL USE ONLY

Suggestion No. 133 (cont'd)

2. It appears that an error has been made by the Suggestor in the number of Purchase Orders issued during the period of 4 October through 30 October, 1954. The number of Purchase Orders issued as cited in the suggestion is 6,108. The actual number issued by Military Purchase and General Purchase Sections was 692.

3. The use of the approved envelopes is mandatory upon this agency as prescribed by Title 39, United States Code Section 355, Circular Letter No. 28 dated 7 May 1954.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1342

A. Summary of Suggestion:

I. I would like to make the following suggestion for changing the procedure in the RI/file room:

A. All documents should be retained in the RI/files, none should be charged out to area desks, except in the case where it is necessary for security reasons.

B. As many documents as possible should be reviewed in the file room as is the procedure at the present time.

C. If it is necessary for a person to take a copy of the document from the file room, the following procedure should be followed:

1. A document reproducing machine, such as the Remington Rand Ozalid machine (cost \$410), located in the file room would make a quick copy (approximately 40 seconds a page) of the document or part of the document that the person needs.

2. A record of this copy and who has it should be kept by whichever clerk has the responsibility for filing for that particular country classification.

3. When the ozalid copy of the document is returned to the file room, the charge out slip and copy should be destroyed.

II. The following advantages would be obtained with the above system:

A. Since the RI/SC personnel, SO personnel, and area desk personnel spend as much as fifty percent of their time on some cases chasing documents; this wasted time would be saved.

B. Evaluation of the Concerned Office:

The Chief, RI, advised the Committee That:

The suggestor proposed an ideal situation for a reference type repository. RI has long realized the value of limiting review of documents to the reference room only. At present personnel are encouraged to make use of the limited reference facility available and certain highly active documents are actually restricted to reference room review only. However, it has been found through experience that in many instances the actual reviewer does not come to the File Section to obtain the desired documents. Either a secretary or junior officer obtains the documents for him or the documents are mailed to him. The whole question of restricting CS

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1342 (con't)

documents to review in the reference room should also be referred to the various customer, division and staffs or comment since RI is solely in the position as custodian for their documents.

With reference to document reproduction facilities in conjunction with the non-loan of documents RI has had experience with this procedure. In 1952 RI provided personnel and the facilities of two Apeco Auto-Stat machines for the reproduction of documents which customers desired to remove from the File Section. All file copies of documents were restricted to review in the Section. The Auto-Stat machine reproduces copy in 40 seconds or less when operated by inexperienced personnel. The operation takes less time with experienced personnel. During the period this program was in effect, it was our experience that copies were requested in over 50% of the cases. With the volume of requests received at that time the Section was soon hard-pressed personnel-wise to handle a reproduction operation of the extent encountered, since the majority of customers soon preferred taking a copy rather than reviewing the document in the reference room. This factor would be accentuated to an even greater degree today since the sections work load has increased more than 100% since the former period and would involve radical T/O changes in the section as well as placing RI in the reproduction business, which is the function of another office of this Agency.

In view of the fact that RI received 19,434 file requests for the month of October 1954 and 187,604 requests for the year 1953, it is recommended that the suggestion be disapproved.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 1409

A. Summary of Suggestion:

Some people in the Agency have to run double tapes on the adding machines and I think carbon adding machine tape would save approximately 50% of their time. I know of one in this branch and I know there must others.

They have to have double tapes when one has to be sent forward.

EXAMPLE: The gentleman in here is continually running double tapes, sending one to the bank and keeping one for his copy. Most banks use this carbon tape and find it successful.

I called the Underwood Corporation, 1630 L Street, N. W., DI 7-1630, and they gave me the following information:

Twenty five (25) rolls  
Without carbon - \$9.56  
With carbon - \$20.40

One must remember that the carbon machine tape is actually two rolls in one.

EXAMPLE: Only one roll of the carbon machine tape would be used where two rolls are now being used. Therefore, for each 25 rolls of tape the Agency would spend approximately \$1.28 more, but the man hours would be cut by 50%. One must remember the larger the quantity, the lower the price.

B. Evaluation of the Concerned Office:

The Assistant Officer, Management Staff, advised the Committee that:

It was found that only one branch would ever have a need for this type of tape and the use there would be a rare exception. This limited use does not justify the adoption of the suggestion.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1410

A. Summary of the Suggestion:

This suggestion is submitted for a two-fold purpose:

- a. A saving to the Government in time and material.
- b. Efficiency of operation and conservation of official records.

The present method of placing the Security Check Sheet, Form No. 3 -7, on the tops of safes is by means of scotch tape on each of the four corners of the form as shown by Enclosure 1. This method is considered not practical as the scotch tape is not completely removed from the safes each month, thereby resulting in an accumulation of many layers of old scotch tape which is unsightly and dirty and does not tend toward efficiency and appearance. It is also not conducive to the neat preservation of the security sheet (if a permanent file is maintained) in that mutilation results upon removal from the tops of the safes. Much time is consumed in removing these sheets without tearing them.

The following is a minimum cost of the four-corner scotch tape method:

2" of 3/4 inch tape each corner  
x 4 - corners  
12" - per safe per month  
x 12 - months per year  
144" - per safe per year  
x 100 - safes  
14,400 " - per year for 100 safes

A roll of 3/4" tape containing 300" per roll costs 11¢. Therefore, 48 rolls are required to secure one sheet per month for each of 100 safes - 48 rolls @ 11¢ = \$5.28 per year.

Some Security Sheets are placed on the safes by scotch taping the entire width of the top and bottom of the form, using 16" per month. Other sheets are secured by scotch taping both sides which requires at least 21" of scotch tape per sheet per month.

The top and bottom scotch tape procedure cost a minimum of \$7.04 per year for 100 safes.

The scotch tape side method costs a minimum of \$9.24 per year for 100 safes.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1410 (con't)

The suggestion, one of which is an alternate, is made as it would promote neatness, a saving to the Government and make permanency of security check records, as the Security Check Sheets would not be mutilated each month which now results by removal of the sheets secured with scotch tape.

It is believed that an examination of some of the safes, and the Agency records where these Security Check Sheets are filed, will bear out this opinion.

This suggestion is made in the best interest of the Service primarily from a standpoint of efficiency, neatness, and permanency of records and secondly, a saving to the Government, as it is believed by using the corner tabs, or the strips shown on the alternate proposed method, could be procured from commercial sources at a very reasonable price, in sufficient quantities to satisfy the requirements of the Agency for all the safes in its possession.

The primary motive for this suggestion is to save time in placing the sheets on the safes, removal of the sheets without tearing them, and to promote neatness which results in efficiency as the actual saving by discontinuing the scotch tape idea is secondary.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Logistics, advises the Committee that:

1. The amount of scotch tape used in attaching Safe Check Sheets to safes and files varies through the Agency.

2. The suggested item would probably be attached to files either by scotch tape or means of a self adhering or adhesive backing. The cost of the item without the self-adhesive backing and without the scotch tape would be approximately 25¢ each; with self-adhesive backing, approximately 50¢ each.

3. In view of the relatively high cost of the suggested item, and its limited usefulness, it is recommended that the suggestion be disapproved.

The Acting Chief, Physical Security Division, advises the Committee that:

1. The following comments regarding subject employee suggestion are submitted for your information.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1410 (con't 3)

2. The Security Office is primarily interested in the fact that Safe Check Sheets are firmly attached to safes, safe files and vault doors. The manner in which they are attached is primarily the responsibility of the custodian.

3. This office would have no objection to the use of the proposed holder as indicated in this Employee Suggestion, unless such method proved ineffective as a means of keeping the Safe Check Sheet firmly attached.

4. Insofar as any savings are concerned, it would appear that this could best be determined by the Logistics Office after a period of experimentation and a comparison of costs.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

SECRET

Suggestion No. 1411

A. Summary of the Suggestion:

This suggestion is submitted not for the sake of any award or recognition of any kind, but to bring to your attention a practice now in force which you may wish to consider changing in the interest of security.

Attached is a copy of Form No. 51-28, which is used in typing dispatches to the field. You will notice the "From" line. When a dispatch is typed for the field, the "From" line is followed, in typing, by the words, "Chief, WE", or "FE," or whatever division has jurisdiction over the area concerned in the dispatch. The present practice--the one which I suggest you may consider to be a risk to security--is that in addition to typing the information following the "From," the typists typing the dispatch type at the end of the three copies going to the field the pseudonym of the chief involved and then type the true name of the chief on the five or six copies retained at headquarters--thus each typist typing dispatches for the field keeps records of and must know both the pseudonyms and true names of the chiefs of the various divisions. The office in which I work prepares dispatches concerning various areas, and probably many other offices do, too. You may think the present practice constitutes a risk great enough to warrant consideration of a change.

In the interest of security, I suggest the following three possible variations:

1. That a determination be made whether the "Chief, WE," or "FE," or other designation at the beginning of the dispatch is sufficient for the field and headquarters; and, if so, that typed signatures at the end be omitted.

2. If it is not necessary for the field to have a typed pseudonym on their copies but considered desirable for the record that headquarters' copies have the true name typed at the end, that the typed pseudonym be omitted from the three copies sent to the field, but true names of chiefs be typed on the copies retained at headquarters.

3. If it is considered necessary that in addition to the information in the "From" line the field copies should bear the pseudonym of the chief who has jurisdiction of the territory concerned, then it might be possible for the chief to sign the pseudonym (on the field copies) in his own handwriting (as he does at the present time), but to omit the typed pseudonym. The true name of the chief would be typed on the copies retained at headquarters.

SECRET



SECRET

Suggestion No. 1411 (cont'd)

In none of the three methods outlined above would it be necessary for the typists to keep records of pseudonyms. In "2" and "3", of course, they would have to know the true names of the chiefs.

B. Evaluation of the Concerned Office:

The Chief, CI/OA, advises the Committee that:

1. Suggestion Number 1411 has been carefully studied and it appears that it should be disapproved for adoption. The originator of this suggestion obviously feels that it is not good security to permit the personnel who type dispatches to have knowledge of the pseudonyms which are assigned to Division Chiefs and to also know their true names.

2. There does not appear to be anything insecure about this practice. The typists are also aware of the contents of the dispatches. To adopt this suggestion would be implying that we feel our personnel are not trustworthy or security conscious.

3. It is firmly believed that our typists will safeguard the pseudonyms and true names of the originators of dispatches and the contents of these dispatches as well.

The Chief, RI, advises the Committee that:

1. RI has reviewed the subject suggestion and is in agreement with the comments of the Chief, CI/OA.

2. It is not considered advisable to transmit dispatches to the field without signatures because of possible abuse and minimization of control. The security aspect of the suggestion does not override the necessity for signatures.

C. Recommendation of The Executive Secretary:

Disapproval

SECRET

CIA INTERNAL USE ONLY

Suggestion No. 1412

A. Summary of the Suggestion:

The large number of professional analysts desiring to see current periodicals makes difficult adequate distribution of journals to interested persons. Experience indicates, however, that readers are not interested in all issues of a journal. Therefore, it is suggested that the distribution of journals be revised so that upon receipt of a periodical the library immediately duplicates and distributes copies of the table of contents to all interested analysts. This would normally involve mimeographing a single page of five to ten items. Analysts could then request individual issues of journals of particular interest to them. The advantages of this revision in distribution include:

(1) A probable reduction in the number of journal copies purchased by the library. Since analysts normally do not read each issue of technical journals but only those containing articles of particular interest the average number of recipients per issue could well be reduced.

(2) Analysts would be able to scan many more publications for articles of interest to them.

(3) The duplicated table of contents can be a useful personal file of source material.

(4) Analysts would have an immediate knowledge of current articles rather than awaiting routed copies of journals, frequently months late.

B. Evaluation of the Concerned Office:

The Executive Officer, Collection and Dissemination, advises the Committee that:

This suggestion is not recommended for adoption for the following reasons:

a. The Library currently receives over 2700 different periodicals, varying from weeklies to quarterlies, with a probable overall average of monthly publication. Thus, a staff would have to be provided to type 2700 stencils per month, have them reproduced, and then disseminated to interested offices.

b. It is well established that the title of an article is frequently not a reliable guide to the subject matter, and the analysts' interest in an article can only be ascertained by scanning it.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1412 (con't)

c. In many of the periodicals, the intelligence interest is in the pictures, charts, diagrams, and other illustrative material. The table of contents does not provide a key to such information.

d. Title and subject approach to the contents of most important American periodicals is already provided by such indexes as Readers' Guide, International Index, PAIS, etc. Similar approaches to Soviet bloc publications are provided by the Monthly List of Russian Accessions, the East European Accessions List, and FDD Summaries.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 1413

A. Summary of Suggestion:

It is proposed that the present Minox camera portable stand, having separate legs, is difficult to assemble where speed may be an important factor. The use of the "snap-on" commercial locking device would be of some aid. However, if the legs were built into the support by the use of recessed slots, similar to the paired legs of an ordinary bridge table, not only would assembly be enhanced, but the necessity of carrying two separate packages would be eliminated.

B. Evaluation of the Concerned Office:

The Chief, TSS/Adm, advises the Committee that:

This suggestion is believed to be of minor significance. It is doubtful that the speed of assembly of the present model could be enhanced by the use of a "snap-on" commercial locking device. The present unit can be assembled in five seconds by an untrained person. The incidence of requirements where greater speed than this is necessary would probably be very low. The Minox stand could be made into one package by this suggestion; however, the assembly mechanism would be more complicated and more subject to mechanical failure than the existant model. It is questionable as to whether or not the suggestion, if applied, would provide any overall improvement in the present Minox stand. It would result in no saving of money to the Agency.

C. Recommendation of The Executive Secretary:

Disapproval

CONFIDENTIAL

CONFIDENTIAL

Suggestion No. 1416

A. Summary of the Suggestion:

The suggester proposes that regulations be published covering approved Agency abbreviations for headquarters and field use. A detailed listing of authorized abbreviations, excluding of course those common 'title' type abbreviations, would tremendously assist in the final editing of cables to insure minimum of cost in transmission and also put the field and Headquarters on a common ground, thus preventing use of unauthorized abbreviations and subsequent misunderstanding as to their meaning. The proposal would offer a means of imparting the 'official word' whereby the stenographer or clerk-typist as well as the interested case officers, junior executives, etc. would have a handy ready reference, complete and in one regulation.

B. Evaluation of Concerned Officers:

The Assistant Management Officer, DD/A Area has advised the Committee that the Cable Handbook is both a headquarters and field publication. It has a list of authorized abbreviations and the list can be expanded by a supplement whenever authorized abbreviations are to be added. The specific abbreviations in the suggestion have been examined by the Chief, Signal Center and are not considered acceptable. You have his memorandum on the subject.

C. Recommendation of The Executive Secretary:

In view of the adverse comments concerning this suggestion by the Administrative Staff, Office of Communications, as well as the above evaluation, it is recommended that the Committee disapprove it for adoption.

CONFIDENTIAL

CIA INTERNAL USE ONLY

Suggestion No. 11421

A. Summary of the Suggestion:

Because of employee dispersal in relation to the Credit Union Office location, it is suggested that offices appoint one person in each ten or fifteen employees in the office to take the checks or Credit Union deposits of those persons to the Credit Union Office. In offices where two or more persons are required for this function, one could cash the checks, the other could be in the line for deposits. The result would be that fewer persons would be using the shuttle buses and fewer persons would be standing in line at the Credit Union Offices. To meet this changed condition, the Credit Union would change the service windows of their cashiers.

B. Evaluation of Concerned Offices:

The President of the CIA Credit Union has advised the Committee that this suggestion requires further study, along with other suggestions for improvement in Credit Union service.

He also advises that every effort is being made within space limitations and considering the cost to the Credit Union of providing better service.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1422

63

A. Summary of the Suggestion:

The suggester proposes that consideration be given to obtaining adaptations of the electric typewriter for use by typists which would permit the use of a tape in a manner similar to that in Teletype operation which would result in less time required to correct errors, a neater and more legible end product, less waste of stationery.

B. Evaluation of Concerned Offices:

The Assistant Management Officer, DD/S Area, has advised the Committee as follows: The specialized use of the punched tape method and equipment as a typing aid has merit for the preparation of a series of pattern letters or other text material i.e., when frequent and prolonged repetition of an identical instrument is necessary. A test is being made currently in ORR to determine the practicality of using the punched tape method for report writing. This, also, comprises a specialized use. In general use the method would not always save time. The machine is extremely sensitive and numerous adjustments are required. Thus, personnel might be just as prone to error and delay in using the equipment as in ordinary typing. Obtaining concurrences and making essential corrections might still be time consuming regardless of the machine speed. The method has no practical application for the preparation of a single instrument. Savings in paper would be negligible. The initial cost of the equipment, approximating \$2,500 per unit, would be prohibitive for general use.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

Suggestion No. 1423

A. Summary of the Suggestion:

The suggester proposes an improved method of negotiation between the Agency employees and Credit Union representatives. Specifically, those desiring to see the representative could leave their name and section in the office on the previous day. The representative could then go directly to their desks, thus eliminating any loss of time on their part, and incurring only a minimum loss of his time. Again, if those desiring to see the representative would indicate so on the previous day, one of the administrative secretaries could telephone at short intervals during the visit of the representative, to have several of these persons come at a time to the office.

B. Evaluation of Concerned Offices:

The President of the CIA Credit Union has advised the Committee that it would be up to the officials at   to put this suggestion into effect. He does not know of any way that the Credit Union could implement it.

C. Recommendation of Executive Secretary:

It is recommended that this suggestion be referred back to the suggester with the proposal that the offices concerned might be able to work out an improved procedure.

CIA INTERNAL USE ONLY



CIA INTERNAL USE ONLY

Suggestion No. 1425

A. Summary of the Suggestion:

The suggester proposes rerouting the shuttle bus service by a direct path from Curie Hall to Barton Hall, eliminating the existing route along Ohio Drive and around the R & S Building. This, allegedly would require approximately 100 feet of cinder spread roadway along an existing cement path and a change from a pedestrian gate in the fence to one wide enough for vehicles. This change would save several miles a day and would prove most economical.

B. Evaluation of Concerned Offices:

The Chief, Admin Staff, Logistics has advised the Committee that investigation reveals that the advantages to be gained from rerouting the present buses would be greatly outweighed by the overall cost, approximately \$8,000.00, of constructing walkways, and extending the present roadway. Also to be taken into consideration would be the loss of 25 or 30 parking spaces.

C. Recommendation of the Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1426

A. Summary of the Suggestion:

The suggester proposes using a wax coated copy paper (Pengad Autoscript copy paper) for the preparation of typed copies, in lieu of using carbon paper and tissue stock. This allegedly would result in better office efficiency for typists and a saving of time in inserting carbons.

B. Evaluation of Concerned Offices:

The Chief, Records Management Division, Management Staff, has advised the Committee as follows: Pengad Autoscript is not practical for general correspondence for the following reasons; (a) Corrections cannot be made by erasing and retyping. They can be made only by striking out or striking over a character or word. (b) The wax coating is easily scraped off by contact with paper clips, finger nails, and other objects which might pass over the surface. Removing the wax coating in such a manner could obliterate a word if the object passed over a text area, or on the other hand would leave a mark which could not be removed. Continued handling of the copy could soon reduce its value as a record. (c) Stamped security classifications do not dry on the wax coating, and are easily smeared. (d) Direct contact with heat (e.g. a hot radiator) will obliterate text by melting the wax coating. The principle of Pengad Autoscript is therefore considered practical only for drafts which will never become records, provided strike overs and strike outs are permissible in their preparation. However, Letterex is preferable, for the objections cited in paragraphs a through d above do not apply to its use. Letterex is available at all Building Supply Rooms. For quantities used by the Agency it costs about the same as Pengad Autoscript would cost if 50,000 sheets or over were procured. In smaller quantities Autoscript would cost more than Letterex.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1428

A. Summary of the Suggestion:

The suggester proposes that the Agency stock as a standard item pull fasteners, which could be used to advantage in securing documents for courier transmission. It is difficult to estimate savings resulting from the use of this fastener. However, it is another item which would further secure classified documents, as well as ease in handling. The fastener would be especially beneficial in routing of mail by bundling several envelopes going to one addressee.

B. Evaluation of Concerned Offices:

The Management Staff has advised the Committee that it has been determined that possible uses of the fastener in the transmission of documents through the courier system would be negligible. There may be some special cases where the fastener would have limited use, however, it is felt that in such cases the item should be procured individually rather than carried as a stock item.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1429

A. Summary of the Suggestion:

The suggester proposes that a shuttle bus stop be instituted at the rear of Barton Hall along Independence Avenue which would save time and money inasmuch as it is likely that at least one employee from Barton Hall rides each shuttle trip.

B. Evaluation of Concerned Offices:

The Logistics Office has advised the Committee that "a shuttle bus stop was established in rear of Barton Hall on Independence Avenue, on 6 December 1954, prior to receipt of the attached employee's suggestion, and therefore no part of this suggestion makes any added contribution. Arrangements have been made to erect a shuttle bus sign at this location for the convenience of Agency employees.

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 1430

A. Summary of the Suggestion:

The suggester proposes that the fans located in all of the Agency buildings be covered with cheap celophane bags for protection against dust and dirt. Dust and dirt remaining on the electrical and mechanical parts reduce the fans life 50%. This should be done during the winter months when not in use.

B. Evaluation of Concerned Offices:

The Logistics Office has advised the Committee that "the covering of fans was common practice by the Public Buildings Service, however, in late years, reduced appropriations have prohibited the procedure. The covering of fans is desirable from an appearance point of view, but the statement that fan life is reduced 50 per cent is completely erroneous. First, oil and grease cups have covers which prevent the entry of dust to the bearings. Secondly, fans accumulated more residue during the summer months, due to open windows, gusty summer storms and higher humidity. The PBS endeavors to oil fans each spring, but definitely do not have the manpower or funds to buy coverings of any description, apply, remove, store, and replace as would be required.

69

C. Recommendation of The Executive Secretary:

Disapproval

CIA INTERNAL USE ONLY

SECRET

Suggestion No. 11433

A. Summary of the Suggestion:

The suggester proposes that a timesaver in opening a package containing a weapon which has been in storage, a device using a short length of fine, strong wire, perhaps piano wire, and a ring about an inch and a quarter in diameter could strip a weapon processed for caching in a matter of a few seconds.

B. Evaluation of Concerned Offices:

The Logistics Office has advised the Committee that the use of a wire is not feasible as it is not sharp enough to cut through the muslin when more than one layer is used and the thickness is increased by folds of the cloth when shaping it to the item. Then there is danger of the item being picked up by the ring or the ring catching on some object. If this occurs, an opening is made at the point the wire enters the plastic. This will permit moisture to enter the pack and cause deterioration. No difficulty is experienced in removing plastic from items dipped without the use of muslin.

C. Recommendation of The Executive Secretary:

Disapproval

SECRET